



EMPLOYER HANDBOOK

2020-2021



CAREER CENTER PARTNERS

A distinguished group of organizations who are directly supporting career development and employment assistance programs at Florida State University.

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Our valued partners and all employers recruiting at Florida State University give assurance that they are equal opportunity employers.

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The FSU Career Center
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Office Hours
 Monday - Friday, 8 a.m. - 5 p.m.

@fsucareercenter



#HireANole

career.fsu.edu/hireanole

HireANole@fsu.edu

Reader's Note

This Handbook is filled with clickable links to Career Center resources as well as other resources across FSU's campus and beyond. If a word is underlined and in garnet (**link**), there is a link that will take you to a resource.

FROM OUR DIRECTOR

Dear Recruiters,

We are pleased to provide this handbook to ensure the effectiveness of your organization's recruiting efforts at Florida State University. For over 50 years, the FSU Career Center has been committed to providing linkages between employers and students, and we are confident our students at FSU are some of the best in the country.

This year, I am making a special plea to all of you to support our students, not only by carefully evaluating your recruiting efforts to ensure inclusivity and equity, but by also working with your organization to stop racism and social injustice at all levels. We must and can do better.

With COVID-19 impacting hiring budgets across the country, now more than ever, we appreciate your involvement with our Career Center. I would like to especially thank Career Center sponsors and members of the Employer Partner Program who have made this publication possible. We welcome support and sponsorship of our various programs and I encourage discussions about these opportunities.

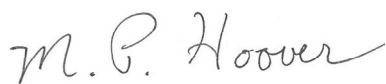
FSU is determined to stay a Top 20 Public University, and as we prepare students for success, your partnership is more important than ever. Whether you are looking to fill a part or full-time position and/or internship, our Employer Relations and Experiential Learning teams stand ready to source your talent via concierge services.

The FSU Career Center, through early and swift action, became a leader amongst university career centers transitioning to virtual services. We are proud that any service you previously received is now available virtually.

The FSU Career Center has transitioned to NoleNetwork, a Symplicity platform to support all of our recruiting programs. This platform offers FSU students opportunities to engage with employers throughout the globe and provides you the opportunity to post career opportunities with multiple schools through one system. Please use NoleNetwork for all your talent needs.

The quality of our students is high, and we believe that FSU is one of the more dynamic, energetic, and growing universities nationally. Once again, on behalf of The Career Center staff, thank you for your interest in our office and students. I am confident that we will further strengthen the professional partnership between your organization, FSU, and The Career Center. We look forward to working with you!

Sincerely,



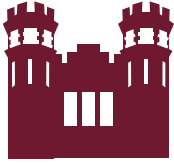
Myrna P. Hoover
Director, The Career Center
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WHY RECRUIT AT FSU?

OUR UNIVERSITY

17 Academic Colleges plus the Dedman School of Hospitality and The Graduate School: Applied Studies (FSU Panama City); Arts & Sciences; Business; Communication & Information; Criminology & Criminal Justice; Hospitality; Education; Engineering; Entrepreneurship; Fine Arts; Human Sciences; Law; Medicine; Motion Picture Arts; Music; Nursing; Social Sciences & Public Policy; Social Work



#18



Florida State University vaulted **eight spots** to No. 18 among national public universities in the latest *U.S. News & World Report* rankings – entering into the Top 20 public universities for the first time in the university's history.



FSU has been designated as a **preeminent research university** in the state by the Florida Legislature as a result of having met a set of rigorous benchmarks.



Florida State was selected for the **top award** in international education and study abroad programming by the Association for Public and Land Grant Universities.



Kiplinger's Personal Finance "Best Values in Public Colleges" ranked FSU the No. 3 **best value** among all public colleges for out-of-state students and No. 9 best value for in-state students in 2019.



For a fourth consecutive year, FSU has been recognized by *INSIGHT Into Diversity* magazine as one of ten **Diversity Champion** colleges and universities in the nation.



Military Times ranked Florida State No. 30 in the "**Best Colleges for Vets**" 2019 rankings.



FSU Panama City offers competitive degree programs (17 undergraduate and 8 graduate programs) with small class sizes and personalized attention.

18 undergrad/
9 grad

OUR STUDENTS

Total Enrollment for 2019: 42,876

- 33,000 Undergraduates
- 8,234 Graduates
- 57% Female; 42% Male

41.7% Minority Enrollment

- American Indian or Alaska Native: 0.2%
- Asian: 2.8%
- Black or African American: 9.0%
- Hispanic or Latino: 19.3%
- Native Hawaiian or Other Pacific Islander: 0.1%
- Nonresident alien: 5.2%
- Two or more races: 3.9%
- Race/ethnicity unknown: 1.3%



OUR CAREER CENTER

- Recognized as one of the **leading career services providers** both nationally and internationally.
- Hands-on **Career Advising and Counseling** team to help prepare your future employees for life post-graduation.
- Committed **Experiential Learning** team to assist you with recruiting interns and part-time employees. Career liaisons are your direct connection to a targeted student population on our campus.
- Skillful **Employer Relations** team to manage your full-time hiring, help your on-campus recruiting needs, and build your organization's visibility at FSU.
- Talented **Tech Center** team assists practitioners with scholarly research and instruction.

CAREER CENTER CONTACTS

EMPLOYER RELATIONS TEAM

List full-time jobs, interview on campus, participate in career fairs, and more!



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The Employer Relations Team

The Employer Relations team is committed to providing employers a seamless recruiting experience. Whether you are new to FSU or one of our long-standing partners, the Employer Relations team will connect you with services and programs and to faculty, staff, and administrators in order to help you identify talent. We know FSU students are some of the best in the country.

Florida State University (FSU) is a member of the **National Association of Colleges and Employers (NACE)**, the national professional association for career planning and recruitment. As a member of this association, FSU adheres to the Principles for Professional Conduct for career professionals, employers, and students. The principles support three basic precepts:

1. An open and free selection of employment opportunities.
2. A recruitment process that is fair and equitable to candidates and employing organizations.
3. Informed and responsible decision-making by candidates.

For more information, visit naceweb.org.

CAREER CENTER CONTACTS

EXPERIENTIAL LEARNING TEAM

List internships, part-time or seasonal jobs, register as a ProfessionNole Mentor, host a student for job shadowing, connect to major-related student organizations, participate in career panels, host workshops, and more!



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Embedded Career Liaisons

Embedded in various academic units, Career Liaisons work to increase student engagement in experiential learning opportunities, deliver employability-skills workshops, and coordinate networking events and career panels. In addition, they collaborate closely with academic faculty, academic advisors, and student organizations.

ON-CAMPUS RECRUITING

PROCEDURES

Recruit FSU students for full-time, co-op, part-time or seasonal, or internship positions in the Dunlap Student Success Center (DSC), third floor, and fill your hiring needs. Interviews are held Monday through Friday between 8:30 a.m. and 4:30 p.m.

On-campus recruiting is encouraged in the **fall** (end of September through November) and **spring** (February through April).

PLANNING & SCHEDULING VISITS

Florida State University uses NoleNetwork to coordinate all on-campus recruiting (OCR) schedules. Reservations and interview details are made, scheduled, and finalized online.

For 2020-2021, we also offer employers the ability to schedule your virtual interviews through NoleNetwork. Request virtual interviews through the system the same as in person interviews. Staff will be in contact to coordinate your scheduling.

SCHEDULING OPTIONS

1. **Preselection** – Choose students that you would like to interview. The Career Center will give you access to the résumés of interested students through NoleNetwork. You may also include students you meet at Seminole Futures or the STEM Career & Internship Fair in your preselection list as long as the students are registered in NoleNetwork.

The names of preselected students and alternates must be chosen using NoleNetwork two weeks prior to the scheduled recruiting date.

2. **Open Sign-Up** – Schedule created through NoleNetwork. Any student who is interested in the position and who meets your requirements (major, degree, graduation date, GPA, and work authorization) is welcome to sign up for an interview automatically.
3. **Rooms Only** – Reserve a space for interviews and you can create your own schedule from students you connected with at an event, from a job posting or some other means. You will need to provide the schedule to staff when you arrive on campus.

Interested in scheduling an interviewing date? Have additional questions?
Contact the **Senior Assistant Director for Employer Relations at 850.644.6493 or email HireANole@fsu.edu**



REGISTER AS A NEW EMPLOYER

- Visit career.fsu.edu/nolenetwork
- Click **“Employer Login.”**
- Go to the **“Sign Up”** tab to create a new account.

Note: Once we approve your account, you will receive an email with a link to set your password.

REQUEST A SCHEDULE

- Visit career.fsu.edu/nolenetwork
- Click **“Employer Login.”**
- Log in with your username (email address) and password (sent at initial registration).

Note: Use the “Forgot Password” tool if you do not know your password.

- In NoleNetwork, click on **“On-Campus Interviews”** located on the right of the homepage.
- Fill out all required fields for the request, add at least one job, and submit for review.
- Once your schedule is confirmed, you will receive additional information to help make your interviews a success.
 - **Pre-Select:** allows students to submit resumes for consideration then the employer chooses who they want to interview. Please make these requests at least three weeks in advance.
 - **Open:** any student who meets the qualifications set by the employer can automatically sign up for a slot. Request at least two weeks in advance.
 - **Room Only:** employers will create their own schedule, usually from students met at an event, job posting, or resume book/referral.

CHANGE OR CANCEL SCHEDULES

Changes and/or cancellations to scheduled date(s) or recruiting requirements will be accommodated if they are made at least three weeks prior to your recruiting date(s). Cancellations during this period are still accepted and no further action is necessary.

Note: Changes made less than three weeks prior to your recruiting date(s) will not give adequate time for publicity and may result in a less effective recruiting visit. Call the Senior Assistant Director for Employer Relations at 850.644.6493.

Once appointments are scheduled two weeks prior to your recruiting date, we feel that the commitment to

honor those arrangements rests equally with candidates and employers. Therefore, changes by the employer resulting in cancellation of appointments should be followed by letters or emails from your organization to the candidates. Résumés can be obtained through NoleNetwork to facilitate this courteous contact. Candidates are bound to the same courtesy— they must write a letter of explanation if they do not give adequate notice of cancellation or do not appear for an interview. In fact, in some cases, students may be banned from further on-campus interviewing for missing scheduled interviews.

CAREER CENTER SERVICES

NOLENETWORK: A JOB LISTING SERVICE

Post full and part-time job listings, internships, co-op positions, and externships specifically targeted to FSU students and alumni through NoleNetwork. There is no fee to post jobs to FSU. Visit career.fsu.edu/nolenetwork to login.

PROFESSIONOLE MENTORS

Share your career journey with current students and build your organization's brand through ProfessoNole Mentors, an online network made up of alumni and friends of Florida State University. As a ProfessoNole Mentor, you will help students learn more about a particular career field, industry, discuss internship opportunities, or give advice about job searching. Become a mentor by visiting career.fsu.edu/professionole-mentors.

FSUSHADOW

Build your brand on campus and identify talent through serving as a FSUshadow Host. The FSUshadow Program, runs during academic breaks, provides matched single-day shadowing opportunities to students nationwide. Learn more at career.fsu.edu/fsushadow.



INFORMATION SESSIONS/TABLING

Promote your organization and meet potential candidates by hosting an information session, either in-person or virtually. Please make requests at least one month in advance to help ensure space availability.

Reservations for on-campus information sessions should be made through NoleNetwork.

- Visit career.fsu.edu/nolenetwork
- Click **Employer Login** and log into NoleNetwork with your username (email address) and password.
- Within NoleNetwork, click on the “Events” in the left side menu, then “Information Sessions & Engagement Events”
- Fill out all required fields for the request and submit for review.
 - The information in the form will help us determine location, marketing, and other aspects to better prepare for your event.
- Once your event is confirmed, you will receive a confirmation email with location and/or other important information.

Should your organization have materials that must be shipped, please clearly label the boxes with your organization name and send to appropriate address.

Information Sessions in the Student Services Building (SSB) or anywhere on main campus can be shipped to:

**Florida State University Career Center
Attention: Heather Scarboro
100 South Woodward Avenue
Tallahassee, FL 32306**

Be sure to note that the materials are for an information session and that your organization name is clearly labeled. You may pick up your materials on the 3rd floor of the Dunlap Success Center prior to 5 p.m.

Information Sessions in the FAMU-FSU College of Engineering should be shipped to:

**The College of Engineering Career Services
Attention: Information Session – Organization Name
FAMU-FSU COE Career Liaison
2525 Pottsdamer Street
Tallahassee, FL 32310-6046**

Audio/visual equipment will NOT always be available. Please ensure you bring a laptop to present with as rooms do NOT come with computers.

CAREER EVENTS

Many career events are scheduled throughout the year to meet your recruiting needs.

All Fall 2020 Career Fairs will be virtual.

PART-TIME JOB FAIR

(RECRUIT VIRTUALLY FOR FALL 2020)

Looking for part-time or seasonal help? Recruit FSU students through enhanced job postings in NoleNetwork highlighted through social media and direct advertising to those students actively seeking part-time jobs! Post your Fall 2020 part-time jobs now to be a part of the Fall semester kick-off activities.

The Part-Time Job Fair is typically held in the fall and spring semester, we hope to see you in-person Spring 2021!

STEM CAREER & INTERNSHIP FAIR

Connect with students seeking full-time, internship, and co-op opportunities in engineering, computer science, and other STEM-related industries. The STEM Career & Internship Fair is held in September and January at the FAMU-FSU College of Engineering.

SEMINOLE FUTURES ALL MAJORS CAREER & INTERNSHIP FAIR

Our largest career fair, Seminole Futures brings over 3,000 students from all disciplines and backgrounds to the Donald L. Tucker Civic Center. Employers from all industries are invited to attend this event, held in September and January.

GRADUATE SCHOOL FAIR AND LAW SCHOOL FAIR

Represent your graduate program or law/professional program and share information with students about the application process, program requirements, and why the institution is the right fit for them.

GOVERNMENT & SOCIAL SERVICES CAREER FAIR

Connect with students interested in working for government, social services, and non-profit agencies.

EDUCATION & LIBRARY CAREER FAIR

Provide industry insight and share full-time and internship opportunities with students interested in these fields.



HEALTH PROFESSIONS CAREER FAIR

Recruit students majoring in nursing and other health-related areas interested in the healthcare industry.

RÉSUMÉ CAFÉ & STEM RÉSUMÉ CAFÉ

Meet one-on-one with students prior to Career Fair week by providing résumé critiques in the Dunlap Success Center, the FAMU-FSU College of Engineering, and FSU Panama City.

STATEWIDE JOB FAIR

Meet with over 1,000 students and alumni from Florida's ten state universities in one event. This fair is held each May at the University of Central Florida's arena.

SEC & ACC VIRTUAL CAREER FAIR

Reach students from not only Florida State University but also the 27 other institutions in the SEC and ACC in this virtual fair.

Participating in Career Center events provides employers the opportunity to directly connect with qualified students.

Contact the Employer Relations team at 850.644.0796 or HireANole@fsu.edu.

RECRUITMENT CALENDAR

FALL 2020

DATE	EVENT
August 24	Classes Begin
See Website	Part-Time Job Fair
September 17	STEM Résumé Café
September 21	Résumé Café (All Majors)
September 22	STEM Career & Internship Fair
September 23	On-campus recruiting begins
September 24	Seminole Futures All Majors Career & Internship Fair
October 8	Government & Social Services Career Fair
October 19	Law School Fair
October 20	Graduate & Professional School Fair
November 11	Veteran's Day University Closed
November 26-27	Thanksgiving University Closed
December 7	On-Campus Recruiting Ends
December 7	Last Day of Classes
TBD	Commencement
December 14-16	FSUshadow

SPRING 2021

DATE	EVENT
January 6	Classes Begin
TBD	Part-Time Job Fair
TBD	Résumé Café, STEM Résumé Café
January 18	Martin Luther King Day University Closed
January 26	STEM Career & Internship Fair
January 28	Seminole Futures All Majors Career & Internship Fair
March 19	Health Professions Career Fair
March 15-19	Spring Break Classes Excused
March 15-17	FSUshadow
TBD	Government & Social Services Career Fair
TBD	SEC & ACC Virtual Career Fair
April 30	Last Day of Classes
April 30	On-Campus Recruiting Ends
TBD	Education & Library Career Fair
TBD	Commencement

TIPS FOR SUCCESSFUL ON-CAMPUS RECRUITING

PRESELECT STUDENTS

Be sure that you have identified all preselected students in NoleNetwork two weeks prior to your visit.

PROVIDE RECRUITERS WITH NECESSARY INFORMATION

Often those making arrangements for on-campus interviews and receiving our information are not the ones visiting campus to recruit. Please be sure that those coming to campus and conducting the interviews are provided all scheduling, location, procedure, and contact information.

TIPS FOR A SUCCESSFUL CAREER FAIR*

KNOW YOUR AUDIENCE

Knowing FSU's student demographics and population characteristics is important. To learn more about our students, visit career.fsu.edu/stats or ir.fsu.edu.

SEND YOUR FSU ALUMNI TO CAMPUS

FSU alumni are proud of their institution and love to return to their alma mater. Alumni can serve as great advertisements for your organization, especially when they are sharing your organization's brand and message with students.

REFLECT ORGANIZATIONAL DIVERSITY

Homogeneity in a recruiting team may cause suspicion or wariness among students of diverse backgrounds. FSU is a diverse university. More than 40 percent of students come from diverse cultural backgrounds within marginalized and under-represented communities.

STAFF YOUR BOOTH APPROPRIATELY - PREPARE FOR PEAKS & VALLEYS

Our peak hours are 10:30 a.m. to 12 p.m. and 1 to 4 p.m. at Seminole Futures. If possible, arrange to have more than one recruiter at your booth during these times.

INTEGRATE HIGH TECH & TOUCH

Multimedia displays and impressive technology will attract students to your booth; however, remember to complement the display with knowledgeable team members. Check with Career Center staff regarding your technology needs.

GIVEAWAYS ATTRACT JOB PROSPECTS

Name recognition and recall go a long way. Identify promotional materials that will arouse interest and link to your recruiting message. Always have enough to make it through the day.

BE CAREFUL ABOUT SHIPPING MATERIALS & HAVE A BACK UP PLAN

We provide shipping instructions in your career fair confirmation; however, you should always have a Plan B in case your materials don't arrive. Your fellow recruiters recommend carrying at least 50 copies of materials with you, just in case.

PURSUE SEVERAL GOALS AT THE CAREER FAIR

Make your time in Tallahassee as productive as possible. In addition to attending the fair, schedule opportunities to meet with key people on campus. Faculty members, Career Center staff, and relevant student organizations may be valuable resources in your recruiting efforts.

FOLLOW UP

Once you have attracted a quality group of prospective employees, do not miss the opportunity to keep them interested. Determine your follow-up strategy prior to the fair.

*Condensed with permission from the National Association of Colleges & Employers (NACE).



EMPLOYER INTERNSHIP GUIDE

“An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.”

National Association of Colleges and Employers (NACE, 2020)

INTERNSHIP OVERVIEW

Historically, full-time, entry-level hires converted from an employer's own internship program are more likely to persist with the employing organization than their counterparts who have no experience or who gained it through another organization's program.

Internships are one-time hands-on work or service experiences:

- Related to the student intern's major or career goal
- Paid or unpaid
- Student may or may not receive academic credit
- Involves work in a professional setting
- Supervision provided by practicing professionals in the field
- Guided by predetermined learning outcomes, which the intern engages in and reflects upon throughout the duration of the experience.

INTERNS PROVIDE

- Fresh ideas on problems facing the organization
- Assistance with projects/tasks that need completing
- Insight on new approaches and business solutions
- Feedback on your products and services from young consumers
- Opportunities to screen and work with potential entry-level employees, prior to making a full-time employment commitment

INTERNSHIP OUTCOMES

- Increased brand visibility and product knowledge for your organization at FSU
- A training program and talent pipeline for future full-time professionals within your organization
- Management experience and leadership skills growth for your entry-level employees
- Showcase long-term career opportunities within both your organization and your industry

Internship employers typically recognize University Holidays, Breaks and Closures, allowing Student Interns to put studies first.

68.7%

— VS. —

55%

At the one-year full-time employment mark, hires converted from an employer's own internship program outpace their inexperienced counterparts.

National Association of Colleges and Employers (NACE, 2020)

INTERNSHIP TYPES

- Apprenticeship
- Clinical
- Cooperative Education (Co-Op)
- Fellowship
- Field Work
- Practicum
- Research Assistant
- Service Learning
- Student Teaching
- Volunteer

INTERNSHIP LENGTHS

Typically, internships last 10-12 weeks and run on the same timeline as academic semesters:

- **Fall** (Late August - Early December)
- **Spring** (Early January - Late April)
- **Summer** (Mid-May - Early August)



INTERNSHIP COMPENSATION

Interns are typically paid more than minimum wage in your state.

Internship positions fall under the U.S. Department of Labor's Fair Labor Standards Act (FLSA).

For an unpaid internship position with a for-profit employers, interns must be gaining experience directly correlated with their major or academic coursework and receiving ongoing professional development and mentorship .

\$19.54

Current average hourly wage for interns at bachelor's degree level

National Association of Colleges and Employers
(NACE, 2020)

U.S. DEPARTMENT OF LABOR FACT SHEET #71

Background

The FLSA requires "for-profit" employers to pay employees for their work. Interns and students, however, may not be "employees" under the FLSA—in which case the FLSA does not require compensation for their work.

For more information, visit bit.ly/DoLFactSheet71.

For-profit organizations that choose to host unpaid interns typically provide alternative forms of compensation, such as:

- A monthly, semester or project-based stipend
- Provided housing or a housing allowance
- Meal provision or reimbursement
- Parking/transportation reimbursement
- Sponsored membership to a professional development organization
- Attendance at local, regional, or national professional development trainings or conferences
- Academic scholarships



INTERNSHIPS & ACADEMIC CREDIT

Enrolling in an academic course during an internship means the student will be paying tuition.

For 2020-2021, the in-state charge per credit hour is **\$215.55** + fees. A typical three-credit course is **\$646.65** + fees.

Florida State University Registrar

Students do not have to be receiving academic credit from FSU in order to engage in an internship.

Stipulations and guidelines impacting financial compensation policies and preventing students from being paid for their work if they are receiving college credit are discriminatory.

At FSU, academic credit is always at the discretion of the Academic Department/Program (e.g. Political Science Department or Professional Sales Program) or College/School (e.g. College of Business or Dedman School of Hospitality).

Not all FSU majors offer an academic internship course. If they do:

- Eligibility requirements for academic internship courses can vary depending on year in school, degree level and major.
- Most for-credit academic internship courses are limited to upper level students.

After a student secures an internship, the responsibility lies with the student, not the employer, to explore the potential to earn academic course credit.

Organizations hiring interns should design their internship program around their own needs, not academic course requirements.

In recruiting for your internship program, you can emphasize your organization's willingness to complete any needed forms to facilitate a student earning academic credit, such as including a statement in your internship position description:

Can I use this internship/co-op for academic course credit at FSU?

Contact your major's internship coordinator to get the appropriate paperwork. If our internship fits your academic program's requirements, we're happy to work with you to fulfill requirements and complete paperwork, when possible.

As Universities grant academic credit, an internship employer cannot guarantee that their internship will qualify for academic course credit.

However, students always appreciate employers willing to work with their university in order for them to earn academic course credit.

ALTERNATIVES TO ACADEMIC CREDIT

While the FSU Career Center does not grant academic credit for internships, we do offer a program for FSU students to earn recognition from FSU for their completion of an internship.

Experience Recognition Program (ERP)

The ERP program facilitates students' professional development and growth through goal-setting, reflection, and self-evaluation. Students can earn recognition in one of two ways:

1. Certificate
 - Receive a certificate of completion
 - Upload certificate to LinkedIn or Career Portfolio
 - Enroll by mid-semester deadline
2. Transcript Notation
 - Participate in zero (0) credit hour virtual course
 - Graded on S/U scale
 - Enroll by drop/add deadline

Visit career.fsu.edu/erp to learn more.

LAUNCHING AN INTERNSHIP PROGRAM

Converting students who have taken part in your internship program into full-time employees is often a primary goal for most organizations.

As you think about hosting an intern, it is important to make sure your organization is ready.

Hosting a successful intern requires:

- **Time** – someone to train, supervise, and mentor
- **Physical/financial resources** – work space, computer/internet access, telephone/voicemail, etc.

The best-laid plans actually do make for the best internships – and create the most value for both the employer and the intern. So, it is worth the extra work in the beginning to assess your organizational need and readiness.

ASSESS ORGANIZATIONAL NEED:

- Are there back-burner projects that you would like to see completed?
- Is there a big project or peak season when your organization needs extra help?
- Do you have a specific employee that would benefit from extra short-term assistance?
- Do you have any preexisting resources or programs that need an update?
- Do you have a great idea that your organization needs help launching?

ASSESS ORGANIZATIONAL READINESS:

- Does your organization have both the time and resources needed to develop and mentor an intern throughout the entire experience?
- Is there a physical space for the intern to complete work equipped with the necessary technology?
- Can you develop a clear plan of how the intern can effectively contribute to your goals?
- Do you have a supervisor with some degree of expertise in the area in which the intern will be working?
- Who will be responsible for planning and executing your intern's onboarding and offboarding process?
- Does your organization have the supervision structure to ensure the intern is meeting organization standards?

DEVELOPING A COMPELLING POSITION DESCRIPTION

Your internship position description is often the first impression a student has of your organization! Well-developed internship position descriptions always garner the most interest and applications from student candidates.

When crafting your position description, we recommend including the following:

1. Why should a student choose your internship opportunity?

Incorporate a compelling (short) description of your organization.

FSU students may not be familiar with your organization, so adding details builds interest about your mission and community impact.

Example: "Our solutions allow our clients to increase productivity and profits. We're no strangers to the IT industry; we've been in business for 30+ years."

Lead with a concise overall statement describing the internship opportunity.

Example: "The Event Management Intern will work directly with the Event Planner to plan and execute a flawless annual conference welcoming 5,000 professionals for a week-long continuing education program."

Use adjectives that accurately describe the work environment and culture (team-oriented, fast-paced, etc.).

Example: "We're a big company that feels like family, with offices across the U.S. and the globe. When you become our colleague, you join a family of innovators dedicated to making big things happen every day."

Typically, employers begin recruiting interns **eight months** before their start date.

2. What will the intern gain from choosing your opportunity?

Provide a description of what the intern will learn from this opportunity.

Example: “Experience will be gained in event planning, volunteer management, B2C communications, community grassroots marketing, and vendor management.”

Brag on the supervisor – students want to know who will mentor them!

Example: “The intern will work under a supervisor, with the opportunity for mentorship, that has 20+ years of experience running multimodal communication strategies for Fortune 500, large non-profits, and lobbying organizations.”

Provide a description of any professional development opportunities available to students.

Example: “Perks of working with our office includes networking with a world-class team, attending meetings with high level leadership, your own office, and an occasional ice cream or coffee outing (maybe even lunch!). And, we have an on-site fitness center.”

3. What skills are needed for an Intern to succeed in your internship program?

Articulate the specific qualifications and skills. Avoid being vague.

Example: “Excellent quantitative problem-solving and analytic skills. Ability to communicate financial and economic concepts in verbal and written forms. Capable of managing multiple projects and meeting deadlines. Experience doing empirical research with large data sets.”

SETTING YOUR INTERN UP FOR SUCCESS

ORIENTATION

Intern orientation should be held on or before the first day of work.

In preparation for their arrival, you can make them feel valued by pre-ordering any nametags, branded shirts, door plaques, business cards, etc.

Before they arrive, set-up their assigned work area including telephone, computer, internet, voicemail, etc. and stocking with office supplies.

And remember, this may be your intern's first professional experience, so you may need to have a more detailed orientation than with a full-time hire. Consider including the following:

Describe the Organization's History

- Where did it begin?
- How has the organization changed? What triggered those changes?
- What are the organization's future goals?

Explain the Organizational Structure

- Provide a copy of your organizational chart. Explain how the team/departmental groupings were created.
- Take time to explain the specific reporting structure for the team the intern works on.
- Provide the intern with personnel resources – who can and should answer future questions on the organization structure?

Outline Organizational Rules, Policies, Decorum, and Expectations

- Is there special company or industry jargon the intern needs to know?
- Reiterate specific work standards and procedures, including dress code and office norms.
- Detail any policies around using technology, printing, or using work phones for personal business.
- Explain any security or confidentiality policies.
- Explain protocol and use of break rooms (including refrigerators, microwave, communal coffee pots, etc.).
- Provide initial (and ongoing) training on mail, telephone, email, etc. systems that will be utilized for work.
- What local, state and/or federal guidelines or law apply to the intern's work?
- What safety regulations must the intern abide?
- How should they order or request needed office supplies.



If there are any **FSU Alumni** or recent hires, take time to specifically introduce them or have that employee spend time with the intern on their first day to create an informal mentor relationship.

In the future, your intern may feel more comfortable approaching them with questions they may be too embarrassed to ask their supervisor.

SUPERVISION

DEVELOPING LEARNING GOALS

Develop learning goals with your intern to identify outcomes and desired experiences. Learning goals should be SMART (specific, measurable, attainable, realistic, and time-bound). To ensure time is spent productively, collaborate your intern in creating these goals. Learning goals may relate to:

Job Skills (“Hard Skills”)

- Concrete skills the intern hopes to obtain or build, such as learning to follow or perform appropriate procedures, utilize special equipment/technology, and execute specific methods or job-related tasks.

Personal/Professional Skills (“Soft Skills”)

- Less tangible skills and competencies the intern hopes to cultivate, such as self-confidence, working effectively with others, professional etiquette, networking, time management, organization, and decision making.

Career Field/Industry Knowledge

- New information regarding the company, industry, occupation, or job duties.

DETAIL YOUR SUPERVISION STYLE & EXPECTATIONS

- How much access to you does the intern have?
- What is your preferred communication style?
- Is there a procedure you want to follow for reviewing completed work?
- What periodic forms or reports do you want the intern to complete?
- What tasks can be completed without your approval?

PROVIDE ON-GOING FEEDBACK

Interns will look to their supervisors for guidance in navigating their transition to the professional world. Meet with the intern regularly.

Make sure to reinforce positive attitudes, and encourage the intern to keep a portfolio of work throughout the experience.

This will help the intern reflect when the internship has been completed and will provide a sense of accomplishment and professional growth.

PROVIDE PROFESSIONAL DEVELOPMENT

- When possible, allow your intern to shadow you and other organizational leaders during meetings, presentations, conference calls, sales pitches, etc.
- Take the intern to any local professional development sessions/trainings or trade shows.
- Set-up intra-organizational job shadow opportunities to provide a full picture into your organizations.
- Schedule informational interviews with your peers and mentors to provide a deeper look into career paths and advancement opportunities in your career field or industry.

Pro tip: Make the intern feel like part of your team!

EVALUATING THE INTERN

When evaluating the intern, be sure to include feedback on the intern’s timeliness and ability to take and follow direction. Mention areas that need growth and development, as well as areas in which the intern excelled.

Internships are experiential learning opportunities designed to enhance the academic coursework, it is recommended that intern evaluations mimic the rhythm of an academic semester:

The First Evaluation

- When: 1-3 weeks after orientation, onboarding and training is complete
- Goal: Ensure everyone’s initial expectations are being met

The Second Evaluation

- When: Mid-point of the internship
- Goal: Assess progress made towards agreed upon learning goals and determine if additional resources are necessary to complete assignments. Provide constructive feedback on areas of professional growth

The Final Evaluation

- When: Last week of the internship
- Goal: Both supervisor and intern can reflect on the experience, celebrate successes, assess professional growth, as well as constructively discussing areas of improvement for both the intern and the internship program.

Questions? Contact:
HireANole@fsu.edu

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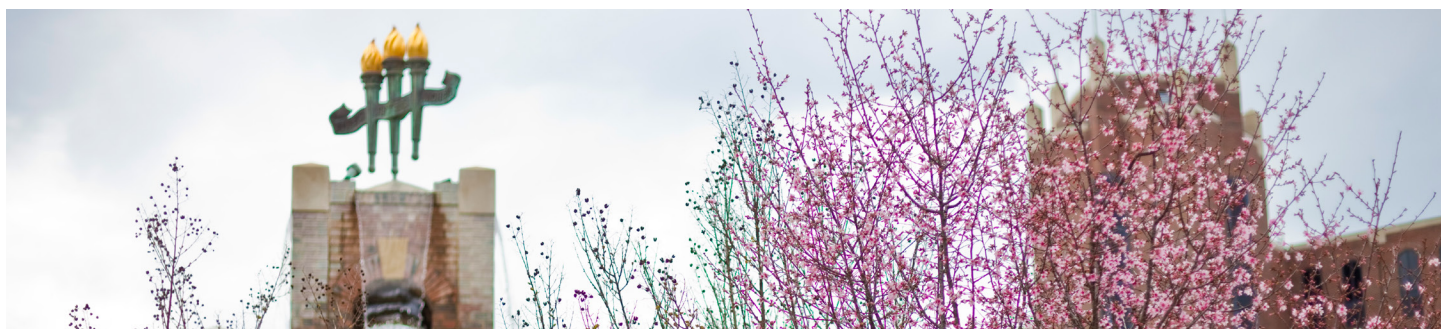
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STUDENT ORGANIZATIONS

Promote your visit by connecting with the following student organizations. Contact information and descriptions of selected FSU groups are listed below. For a complete listing of FSU student organizations, visit nolecentral.dsa.fsu.edu.

Advertising Club

Dr. Barry Solomon

850.644.8756 • bsolomon@fsu.edu
3117 University Center C, College of Communication & Information

Discusses and expands on events within the advertising field and the classroom.

Alpha Chi Sigma

Dr. Edwin F. Hilinski

850.644.5503 • hilinski@chem.fsu.edu
616 Dittmer Lab of Chemistry, College of Arts & Sciences

Promotes chemistry both as a science and as a profession to members and the community.

Alpha Kappa Psi

Dr. Luke Hopkins

850.645.0941 • lhopkins@business.fsu.edu
523 College of Business

Provides business majors with the opportunity to increase their knowledge and understanding of the business world.

American Association of Textile Chemists & Colorists

Dr. Jessica Ridgway

850.644.1754 • jridgway@fsu.edu
314 Sandels Building, College of Human Sciences

Addresses the interests of students related to textile product development and quality assurance, while providing personal and professional development opportunities for students of all majors.

American Institute of Aeronautics & Astronautics

Dr. Chiang Shih

850.410.6321 • shih@eng.fsu.edu
229 FAMU-FSU College of Engineering

Promotes the professional needs and interests of the aerospace workforce and advances the state of aerospace science, engineering, technology, and operations.

American Institute of Chemical Engineers

Mr. Wright Finney

850.410.6309 • finney@eng.fsu.edu
A135 FAMU-FSU College of Engineering

Provides resources and information on chemical engineering jobs, companies, internships, and co-ops.

American Library Association (Student Chapter)

Ms. Pamala J. Doffek

850.644.0461 • pam.doffek@cci.fsu.edu
106B Shores Building (Goldstein Library), College of Communication & Information

Promotes the development of professional career opportunities in the library and information community.

American Marketing Association

Dr. Luke Hopkins

850.645.9041 • lhopkins@business.fsu.edu
423 College of Business

Enhances students' awareness of marketing, especially as it pertains to the business world.

American Society of Civil Engineers

Dr. Primus Mtenga

850.410.6130 • mtenga@eng.fsu.edu
A332 FAMU-FSU College of Engineering

Improves the practice of civil engineering as the leading professional organization serving civil engineers and related disciplines.

American Society of Mechanical Engineers

Dr. Eric Hellstrom

850.645.7489 • hellstrom@asc.magnet.fsu.edu
A229 FAMU-FSU College of Engineering

Promotes and enhances the technical competency and professional opportunities in mechanical engineering.

Association for Computing Machinery

Dr. Robert van Engelen

850.645.0309 • engelen@cs.fsu.edu
168 Love Building, College of Arts & Sciences

An international scientific and educational organization dedicated to advancing the arts, sciences, and applications of information technology for computing professionals and students working in various fields of information technology.

Association for Computing Machinery (Women)

Dr. Sonia Haiduc

850.645.0727 • shaiduc@cs.fsu.edu
261 Love Building, College of Arts & Sciences

Celebrates, informs, and supports women in computing and related career fields.

Association for Information Systems

Ken Armstrong

431 College of Business
850.644.9835 • karmstrong2@business.fsu.edu

Promotes better understanding of information systems and technology, while aiding students in career development via career building workshops and regular speaking engagements with IT professionals.

Association of IT Professionals (AITP)**Mr. Ebe Randeree**850.645.5674 • ebe.randeree@cci.fsu.edu
4110 University Center C, College of Communication & Information

Provides the opportunity to expand students' potentials through events, networking, mentoring, and socialization.

Association of Latino Professionals in Finance and Accounting**Ms. Holly Sudano**850.644.6693; hsudano@business.fsu.edu
517 College of Business

Creates opportunities and relationships, while expanding Latino/Hispanic leadership in the global workforce.

Association of Students in Social Work**Mrs. Fran Gomory**850.645.5768 • fgomory@fsu.edu
MSW University Center C2517, College of Social Work

Promotes awareness of social work values within the community, while offering networking and leadership opportunities through service and advocacy projects.

Beta Alpha Psi**Ms. Holly Sudano**850.644.6693 • hsudano@business.fsu.edu
514 College of Business

Promotes the study and practice of accounting.

Beta Beta Beta - Biological Sciences Honor Society**Dr. Debra Ann Fadool**850.644.4775 • dfadool@fsu.edu
3008 King Life Science Building

Fosters networking with professors and guest speakers, and keeps members informed about upcoming events.

Biomedical Engineering Society**Dr. Samuel Grant**850.410.6158 • scgrant@fsu.edu
B334 FAMU-FSU College of Engineering

Spreads knowledge of the biomedical industry and draws upon faculty of the program to describe current endeavors within the biomedical engineering perspective.

Black Retail Action Group, Florida State Chapter**Ms. Justina Jones**850.644.9699 • jpjones3@fsu.edu
Thagard Building, 109 Collegiate Loop

Encourages the participation of minority students in retail by promoting professional development and leadership skills and offering networking opportunities.

Civil Engineering Honor Society (CEHS)**Dr. Lisa Spainhour**850.410.6123 • spainhour@eng.famu.fsu.edu
FAMU-FSU College of Engineering 2525 Pottsdamer Dr.

Promotes the development of up and coming civil engineers through contribution to the improvement of the profession.

Club Manager's Association of America**Ms. Cynthia Johnson**850.645.9980 • crjohnson2@fsu.edu
4100 University Center B, Dedman School of Hospitality

Provides students with the opportunity to learn and explore club management.

Collegiate Entrepreneurs Organization**Ms. Wendy Plant**850.645.2711 • wplant@business.fsu.edu
215 College of Business

Inspires students to be entrepreneurial and helps them connect with entrepreneurs for enterprise creation.

Collegiate Merchandising Association**Mrs. Ann Langston**850.644.3236 • alangston@fsu.edu
330 Sandels Building, College of Human Sciences

Helps students prepare for a successful transition into a career in retailing and product development through presentations, activities, and guest speakers.

Collegiate Veterans Association**Ms. Abby Kinch**850.264.7948 • akinch@business.fsu.edu
336E Rovetta Business Building

Provides a social network for those who have experienced military life and aids in the transition from military to campus life and professional careers.

The Consulting Group**Mr. Jeff Horton**850.644.2509 • jnhorton@fsu.edu
222 College of Business

Provides business consulting services to small businesses and non-profit organizations.

Cybersecurity Club**Dr. Shuyuan "Mary" Ho**850.645.0406 • smho@fsu.edu
267 Shores Building, College of Communication & Information

Promotes and introduces students to cybersecurity topics and STEM-related careers in the field of cybersecurity.

Delta Sigma Pi

Dr. Joseph Calhoun

850.644.3014 • jcalhoun@fswu.edu
Bellamy 260

Fosters the study of business, encourages scholarship, and promotes closer affiliation between the commercial world and students of commerce.

Economics Club

Dr. Michael Hammock

850.644.7079 • mhammock@fsu.edu
256 Bellamy Building, College of Social Sciences & Public Policy

Examines and analyzes current economic trends, while promoting professional development of students interested in pursuing economics as a profession.

Electrochemical Society (ECS) North Florida

Pedro Moss

850.410.6562 • plm1735@my.fsu.edu
FAMU-FSU College of Engineering 2525 Pottsdamer Dr.

Provides the opportunity to understand electrochemical and solid-state sciences, to have a venue for meeting fellow students, and to receive recognition for their organized scholarly activities and community services.

Enactus (formerly SIFE)

Mr. Gary Smith

412 College of Business
850.644.2982; gsmith@business.fsu.edu

Helps students develop skills to become socially responsible business leaders to enable progress through entrepreneurial action.

Engineers Without Borders

Raphael Kampmann

2010 Levy Ave #300
850.410.6127 • kampmann@eng.fsu.edu

Advocates and has an interest in helping developing countries improve their quality of life through dependable and sustainable engineering designs.

Eta Sigma Delta

Ms. Libby Lewis

4103 University Center B, Dedman School of Hospitality
850.645.9734 • ealewis@business.fsu.edu

International honor society for superior hospitality administration students.

Financial Management Association

Mr. Gary Bliss

850.644.7839 • gbliss@business.fsu.edu
424 College of Business

Assists in the professional, educational, and social developments of students interested in finance, banking, and investments.

Florida Public Relations Association

Dr. Patrick Merle

850.644.8773 • patrick.merle@cci.fsu.edu
3100 University Center C, College of Communication & Information

Furtheres the success of students interested in a career in public relations.

Florida Restaurant & Lodging Association

Dr. Lydia Hanks

850.644.3972 • lhanks@business.fsu.edu
4114 University Center B, Dedman School of Hospitality

Connects students with lodging and restaurant industry leaders who can provide insight into the real world issues and career opportunities.

Florida Water Environment Association

Tang Youngeng

850.410.6119 • ytang@eng.famu.fsu.edu
A305 Oglesby Union P.O. Box 364026

Promotes a clean and sustainable water environment by promoting sound science-based public policy, uniting our members and the public

Future Seminole Actuaries

Dr. Steve Paris

850.644.4419 • paris@math.fsu.edu
202A Love Building, College of Arts and Sciences

Educates students about the profession and prepares them for actuarial exams and their future careers.

Gamma Iota Sigma

Dr. Chuck Nyce

850.645.8392 • cnyce@business.fsu.edu
233 College of Business

Provides opportunities for students to advance their knowledge of the insurance industry through professional activities and contact with practitioners.

Health Occupations Students of America

Maria Whyte

850.644.4795 • mwhyte@nursing.fsu.edu
432 Sandels Building, College of Human Sciences

Provides opportunities for students to gain knowledge, develop leadership skills, and network with professionals.

Honors Student Association

Ashley Archer Doehling

850.644.1841 • anarcher@fsu.edu
127 Honors Way, Suite 2003

Provides Honors students opportunities for academic, social, and service involvement.

Institute of Electrical and Electronics Engineers

Dr. Bruce Harvey

850.410.6451 • bharvey@eng.fsu.edu
A341 FAMU-FSU College of Engineering

Promotes the development and application of electrotechnology and allied sciences.

Institute of of Structural Engineers**President: Rebekah Kohon**president.istructe.fsu@gmail.com
PO Box 3064026 Oglesby Union

Promotes interest in structural engineering (bridges, buildings, tunnels, dams, etc.).

Instructional Systems Student Association**Dr. Jim Klein**850.644.8789 • jklein@fsu.edu
3205F Stone Building, College of Education

Promotes and enhances the academic and professional development of instructional systems students and increases the local and global visibility of the program.

Interior Design Student Organization**Mr. Jim Dawkins**850.644.1436 • jdawkins@fsu.edu
1016 William Johnston Building, College of Fine Arts

Serves as a pre-professional group in association with the American Society of Interior Designers (ASID) and the International Interior Design Association (IIDA) to enrich the education of members with co-curricular special meetings and events.

Iota Tau Alpha/Athletic Training Student Honor Society**Dr. Angela Sehgal**850.644.1899 • asehgal@fsu.edu
422 Sandels Building, College of Human Sciences

An honor and professional society for students of athletic training education, which facilitates academic excellence, leadership development, and preparation for professional careers.

Lambda Pi Eta Honor Society**Dr. Davis Houck**850.644.8642 • dhouck@fsu.edu
3121 University Center C, College of Communication & Information

Professional honorary society for undergraduate students in the College of Communication & Information.

Materials Research Society FAMU-FSU

mrsfsuchapter@gmail.com • 850.410.6161

Introduces the diversity and multidisciplinary nature of materials research to the FSU, FAMU and Tallahassee community.

MBA Association**Dr. William Christiansen**850.644.8202 • wchristiansen@business.fsu.edu
311 College of Business**Dr. Steven Perfect**850.644.7868 • sperfect@business.fsu.edu
509 College of Business

Provides career resources and networking opportunities.

National Association of Black Accountants, Inc.**Ms. Holly Sudano**850.644.6693 • hsudano@business.fsu.edu
517 College of Business

Addresses professional needs of members, while developing and inspiring future leaders in the accounting and finance professions.

National Society of Black Engineers**Dr. Clayton Clark**850.410.6122 • cjclark@fsu.edu
A332 FAMU-FSU College of Engineering

Increases career opportunities of minority engineers who excel academically to succeed professionally.

Psi Chi - National Honor Society in Psychology**Dr. Ed Hansen**850.645.7411 • hansen@psy.fsu.edu
B228 Psychology Building, College of Arts & Sciences

Aims to recognize and foster high potential among current Psychology majors by providing opportunities to hear advice from our faculty and grad students, share information and build community among our members, and provide psych-related service opportunities on campus and in Tallahassee.

Real Estate Society**Dr. Steve Bailey**850.645.5656 • sbailey@business.fsu.edu
524 College of Business

Provides opportunities for members to enhance their knowledge of the real estate industry through professional activities and contact with practitioners.

Sales Club**Mr. Pat Pallentino**850.644.7875 • ppallentino@business.fsu.edu
226 College of Business

Promotes the development of professional selling skills and expose both sales majors and non-sales majors to career opportunities.

Sigma Tau Delta - International English Honor Society**Dr. Maxine Montgomery**850.644.4230 • mmontgomery@fsu.edu
433 Williams

Confers distinction for high achievement in all areas of English studies at the undergraduate and graduate levels; promotes interest in literature and the English language in surrounding communities; fosters all aspects of the discipline of English, including literature, language, and writing; and to serve society by fostering literacy.

Society for the Advancement of Material and Process Engineering (SAMPE)sampe.famufsu@gmail.com
FAMU-FSU College of Engineering

Provides information on new materials and processing technology either via conferences, exhibitions, technical forums, publications and books in which professionals in this field can exchange ideas.

Society of Automotive Engineers

Dr. Patrick Hollis

850.410.6319 • hollis@eng.fsu.edu
A232 FAMU-FSU College of Engineering

Exchanges information and ideas for advancing the engineering of mobility systems as a profession and provides professional networking and career information.

Society of Hispanic Professional Engineers, FSU Chapter

Mr. William Leparulo

850.410.6120 • leparulo@fsu.edu
B111 FAMU-FSU College of Engineering

Enhances and achieves the potential for Hispanics in engineering, math, and science and promotes professional and personal growth.

Society for Human Resource Management

Dr. Shanna Daniels

850.645.0674 • srdaniels@business.fsu.edu
249 College of Business

Fosters the career development of members through guest speakers, networking, and career services.

Society of Manufacturing Engineers

Dr. Tarik Dickens

850.410.6353 • dickens@eng.fsu.edu
A332 FAMU-FSU College of Engineering

Brings manufacturing engineers, electrical engineers, mechanical engineers, and industrial engineers together through advanced manufacturing for the future.

Society of Petroleum Engineers (SPE)

Dr. Chang Hsu

850.410.6684 • chsu@fsu.edu
Room A105 FAMU-FSU College of Engineering
2525 Pottsdamer St.

Committed to providing members with all tools and resources necessary to succeed in not just the oil and gas industry, but all academic endeavors

Society for Women Engineers

Shonda Bernadin

850.410.6393 • bernadin@eng.fsu.edu
Room B210 FAMU-FSU College of Engineering
2525 Pottsdamer St.

Empowers women to succeed and advance in those aspirations and be recognized for their life-changing contributions and achievements as engineers and leaders.

STARS Alliance

Mr. Ebe Randeree

850.645.5674 • ebe.randeree@cci.fsu.edu
4110 University Center C, College of Communication & Information

Broadens participation in computing through best practices and community building.

STEM Veterans USA

Dr. Angela Sehgal

Keith Larson
klarson@fsu.edu • 850.410.6108
FAMU-FSU College of Engineering
2525 Pottsdamer St.

Connects veterans in STEM with opportunity through internship, scholarship, research, and networking.

Student Athlete Advisory Council (SAAC)

Ashton Henderson

850.644.5928 • ajhenderson@fsu.edu
Student-Athlete Development

Provides an opportunity for student athletes across FSU to come together. Comprised of student athlete representatives from 20 sports across campus.

Student Athletic Trainers Association

Dr. Angela Sehgal

850.644.1899 • asehgal@fsu.edu
422 Sandels Building, College of Human Sciences

Provides a means for education and an exchange of ideas within the profession of athletic training while providing both educational and professional support through the use of continuing education and networking opportunities.

Student Dietetic Association

Mrs. Jennifer Farrell

850.644.4794 • jennifer.farrell@fsu.edu
410 Sandels Building, College of Human Sciences

Provides networking opportunities between faculty, staff, local professionals, and the dietetic and health-focused student body.

Student Engineering Leadership Board

Miranda Manning

mmanning@eng.famu.fsu.edu • 904-872-9524
FAMU-FSU College of Engineering
2525 Pottsdamer St

Works with the FAMU-FSU College of Engineering administration to provide a student-centered perspective in decision making and implementation of goals, projects, and initiatives.

Student Nurses Association

Ms. Nanna Cuchens

850.644.5382 • ncuchens@fsu.edu
429 Duxbury Hall, College of Nursing

Provides programs representative of fundamental and current professional interest. Affiliated with the Florida Nursing Students Association (FNSA) and the National Student Nurses Association (NSNA).



Tau Beta Pi - National Engineering Honor Society
Dr. John Telotte

850.410.6168 • jtelotte@eng.fsu.edu
A135 FAMU-FSU College of Engineering

Elects students in all engineering disciplines with the highest academic honors, leadership, integrity, and civic accomplishments.

Theta Tau Professional Engineering Fraternity
James Waters

850.410.6168 • jcwaters@fsu.edu
A135 FAMU-FSU College of Engineering

Fraternity operates as a local professional engineering fraternity chapter of that national professional engineering fraternity.

Women in Accounting
Ms. Rochelle Greenberg

850.644.7866 • rgreenbe@business.fsu.edu
407 College of Business

Addresses the unique challenges facing women entering the accounting professions at all stages of their careers and assists students in gaining knowledge about the professional accountant.

Women in Business
Ms. Alex Massey

850.841.9937 • amassey@business.fsu.edu
329 College of Business

Promotes an awareness of the dynamic role of women in

today's business environment, and establishes a forum for developing a critical discourse of that role. Open to all majors.

Women in IT and ICT Sharing Experiences
Mr. Ebe Randeree

850.645.5674 • ebe.randeree@cci.fsu.edu
4110 University Center C, College of Communication & Information

Provides women in the technology program opportunities for professional growth, networking and leadership through partnerships with professional women in local technology community.



CAREER CENTER EXECUTIVE SUMMARY 2019-2020



**CAREER ADVISING/COUNSELING/
LIBRARY**

18,880 contacts



MOCK INTERVIEWS

714 interviews conducted



CAREER OUTREACH PROGRAMS

1,046 programs; 40,768 participants



GARNET & GOLD SCHOLAR SOCIETY

388 inductees



**CAREER PLANNING CLASS,
SDS 3340**

12 sections; 371 students



ON-CAMPUS RECRUITING

342 employers; 4,617 interviews



CAREER FAIRS

20 fairs; 1,488 employers; 17,194 students



CAREER PORTFOLIO

1,934 new Career Portfolios created



**COOPERATIVE EDUCATION,
INTERNSHIPS & PART-TIME JOBS**

13,173 Academic Internships;
17,773 experiential learning opportunities
3,734 student employment positions



JOB LISTINGS & RESUME REFERRALS

42,436 job listings advertised through our career management system, NoleNetwork

PARTNER WITH FLORIDA STATE

To be the best Career Center possible, we need help from friends of Florida State University who share our commitment to the career growth of FSU students and the development of knowledge in this field. Join us by investing in the lives of future generations, and help us prepare students for the workplace.

ROOM SPONSOR

The Career Center is located in the state-of-the-art Dunlap Student Success Center in the heart of FSU's campus. The building, which comprises approximately 47,000 square feet of space, houses classrooms, resource centers, meeting rooms, and offices.

Room sponsors benefit from increased visibility on campus and will receive the following benefits:

- A **plaque** naming their room for 10 years
- **Logo placement** on flat screen televisions, on The Career Center website, and in several annual publications targeting students, faculty, and other FSU recruiters.

Rooms available for sponsorship include:

- state-of-the-art interview rooms at **\$30,000**.
- six-room interview suites at **\$50,000**.
- large, public Career Center rooms at **\$100,000**.

GOLD PARTNER: \$5,000

Membership includes:

- Registration fee waived for up to 4 career events during the academic year.
- Additional incidentals for each career fair waived, including up to 8 additional participant fees, an extra table at your booth, and electrical access.
- Priority placement at in-person and virtual career fairs.
- Corporate logo displayed on the Seminole Futures entrance display and your career fair booth signage
- Full page ad in the Career Guide, distributed to FSU students throughout the academic year, and special recognition on the Seminole Futures student fair guide.
- Corporate logo displayed on The Career Center website at career.fsu.edu/Current-Partners and in NoleNetwork
- Corporate logo displayed on flat screen TVs throughout the Dunlap Success Center.
- Organizational spotlight in our student newsletter and via social media outlets.
- Access to Résumé Books (an online database of résumés).
- Preferred participation in speaker panels/forums, workshops, classes, and mock interviews.
- Use of the Dunlap Success Center for information sessions and receptions.
- Membership on The Career Center Advisory Board.
- Membership in the Employer-in-Residence Program.

GARNET PARTNER: \$3,000

Membership includes:

- Registration fee waived for up to 3 career events during the academic year.
- Up to 6 additional participant fees for each career fair waived.
- Priority placement at in-person and virtual career fairs.
- Company name displayed on the Seminole Futures entrance display.
- 25 percent discount on advertisement in the Career Guide, distributed to FSU students throughout the academic year, and special recognition on the Seminole Futures student fair guide.
- Company name listed on The Career Center website at career.fsu.edu/Current-Partners.
- Organizational spotlight in our student newsletter and via social media outlets.
- Access to Résumé Books (an online database of résumés).
- Preferred participation in speaker panels/forums, workshops, classes, and mock interviews.
- Membership on The Career Center Advisory Board.
- Membership in the Employer-in-Residence Program.

Contact Employer Relations Program Director
at 850.644.9771

EMPLOYER-IN-RESIDENCE PROGRAM

The Employer-in-Residence program provides an opportunity for employers to meet with students and provide professional advice and feedback. Garnet and Gold Partners get automatic membership in this program.

Participate in:

- Résumé critiques
- Career advice sessions
- Mock interviews
- Professional networking

During your visit, you can have your own office at The Career Center that you may call your "home base" or be placed in The Career Center Library for high student traffic.

Contact Employer Relations Senior Assistant
Director at 850.644.6493

	ANNUAL	ANNUAL	10 YEARS
SPONSORSHIP OPPORTUNITIES	Garnet Partner \$3,000	Gold Partner \$5,000	Room Sponsor \$30,000
Career Events Registration Fees Waived (Per Year)	3	4	
Extra Fair Participants	6	8	
Extra Table at Fair		✓	
Priority Placement at In-Person and Virtual Fairs	✓	✓	✓
Special Recognition on Student Fair Guide & Career Guide	✓	✓	✓
Full-Page Ad in Career Guide	25% Discount	Free	
Corporate name or Logo (with hyperlink to employer website) on Career Center Website	✓	✓	✓
Corporate Logo in NoleNetwork		✓	✓
Corporate Logo on Flat Screen TVs		✓	✓
Organization Spotlight in Student Newsletter and Facebook	✓	✓	
Access to Online Résumé Books	✓	✓	
Preferred Participation in Speaker Panels/Forums, Workshops, & Classes	✓	✓	
Use of Dunlap Success Center for Information Sessions, Receptions, Etc.		2 Events	
Naming Opportunity			✓
Membership on Career Center Advisory Board	✓	✓	
Membership in Employer-in-Residence	✓	✓	



OTHER SPONSORSHIP OPTIONS

Support events and programs hosted by The Career Center, including networking nights, the Internship Fund, the Student Ambassador Program, the Professionole Clothing Closet, and more! These funds allow us to continue providing high-quality student career development and employment programs.

FRIENDS OF THE CAREER CENTER FUND

Unlimited amount with base contribution of \$100

Former students and friends of FSU can give back to services that benefitted their career success or a family member's career success.

Contact **Leslie Mille**, Associate Director
850.644.6433 • lmille@fsu.edu

CAREER ADVISOR SCHOLARSHIP PROGRAM

\$100

Support graduate students preparing for professional positions in career counseling and human resources. Those contributing will receive name recognition on a plaque located in The Career Center.

Contact **Robert Reardon**, Ph.D., Professor Emeritus
850.644.9777 • rreardon@fsu.edu

CAREER ADVISOR ENDOWMENT SPONSOR

\$25,000

A gift of this amount or more provides for the naming of a permanent endowment fund for a Career Advisor Scholarship.

Contact **Robert Reardon**, Ph.D., Professor Emeritus
850.644.9777 • rreardon@fsu.edu

INTERNSHIP FUND

Unlimited amount

By eliminating financial barriers, this fund supports students in the pursuit of paid or unpaid experiential opportunities to explore their career interests.

Contact **Li Pon**, Senior Assistant Director, Experiential Learning • 850.644.2442 • lpon@fsu.edu

PROFESSIONOLE CLOTHING CLOSET

Unlimited Amount

The Professional Clothing Closet provides students access to professional, interview-appropriate attire, alleviating an obstacle that could potentially stand in the way of their success.

Contact **Leslie Mille**, Associate Director
850.644.6433 • lmille@fsu.edu

STUDENT AMBASSADOR PROGRAM

\$1,500

Work directly with our Student Ambassadors, who strengthen The Career Center's engagement with the FSU community on a peer-to-peer level.

Contact **Eryn Jones**, Senior Assistant Director, Outreach & Assessment
850.644.2152 • eryn.jones@fsu.edu

STUDENT EMPLOYEE OF THE YEAR AWARD CEREMONY

\$1,500

This ceremony recognizes FSU student employees for their diligence, contributions, and hard work in support of FSU Colleges and Departments.

Contact **Li Pon**, Senior Assistant Director, Experiential Learning
850.644.2442 • lpon@fsu.edu



GRADUATING SENIOR SURVEY

General Information for All Colleges

Graduating seniors were asked to complete an online survey regarding their post-graduate plans. 7,826 graduating seniors from summer 2018, fall 2018, and spring 2020 completed the survey, which represents over 92.5% of all graduates. Also included in these findings are the results of a six-month follow-up survey.

FSU Experiences

Participated in a campus activity

92.2%

Employed part-time during the FSU experience

79.2%

Participated in community service

70.2%

Completed an internship, practicum, field experience, or clinical assignment

66.2%

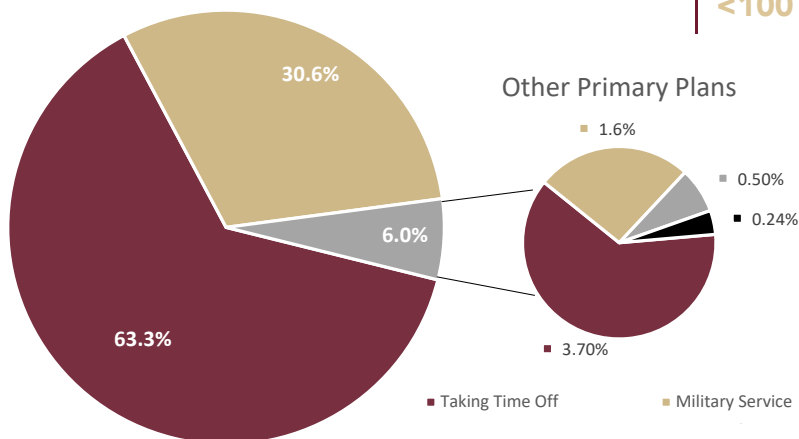
Participated in intramural sports

30.8%

Top 5 Graduate or Professional Schools

1. Florida State University
2. University of Florida
3. University of South Florida
4. University of Miami
5. Florida International University

Primary Plans after Graduation



Employment Status

Seeking Employment

63%

Have one or more job offers

73%

Graduate School Status

Pursuing Further Education

31%

Have one or more admission offers

74%

Degrees Pursuing

Master's

800+

Law

150+

Doctoral

<100

Medicine

<100

Bachelor's

<100

Certificate

<100

Divinity

<100

Classification of Employed Students

Full-time employment

88%

Employment related directly to major

78%

Employment requires college degree

74%

Employed in Florida

68%

Employed outside of Florida

32%

Self-employed

2%

■ Employment ■ Education ■ Other

■ Taking Time Off
■ Volunteering

■ Military Service
■ Starting/Raising a Family



How Seniors Found Employment Opportunities

Career Center services



Family/Friends



Internship



Internet



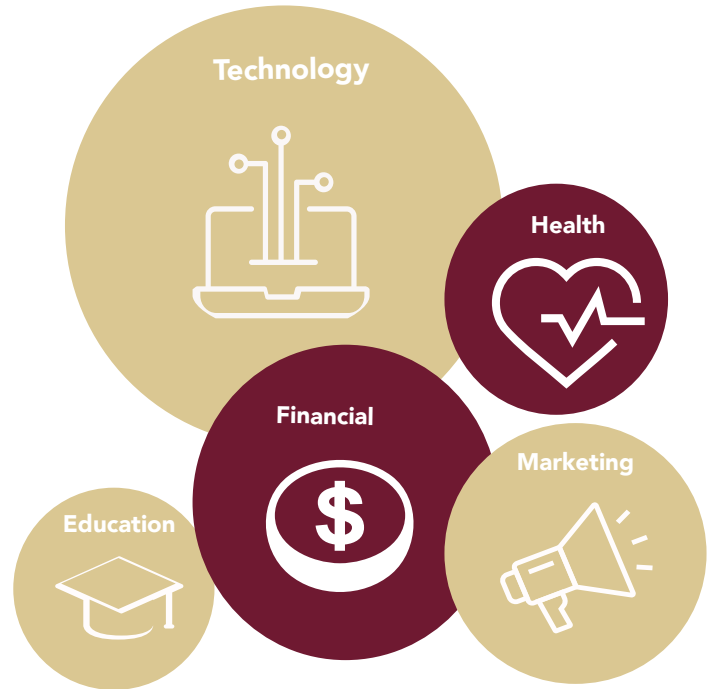
Professional Contacts



Previous Work

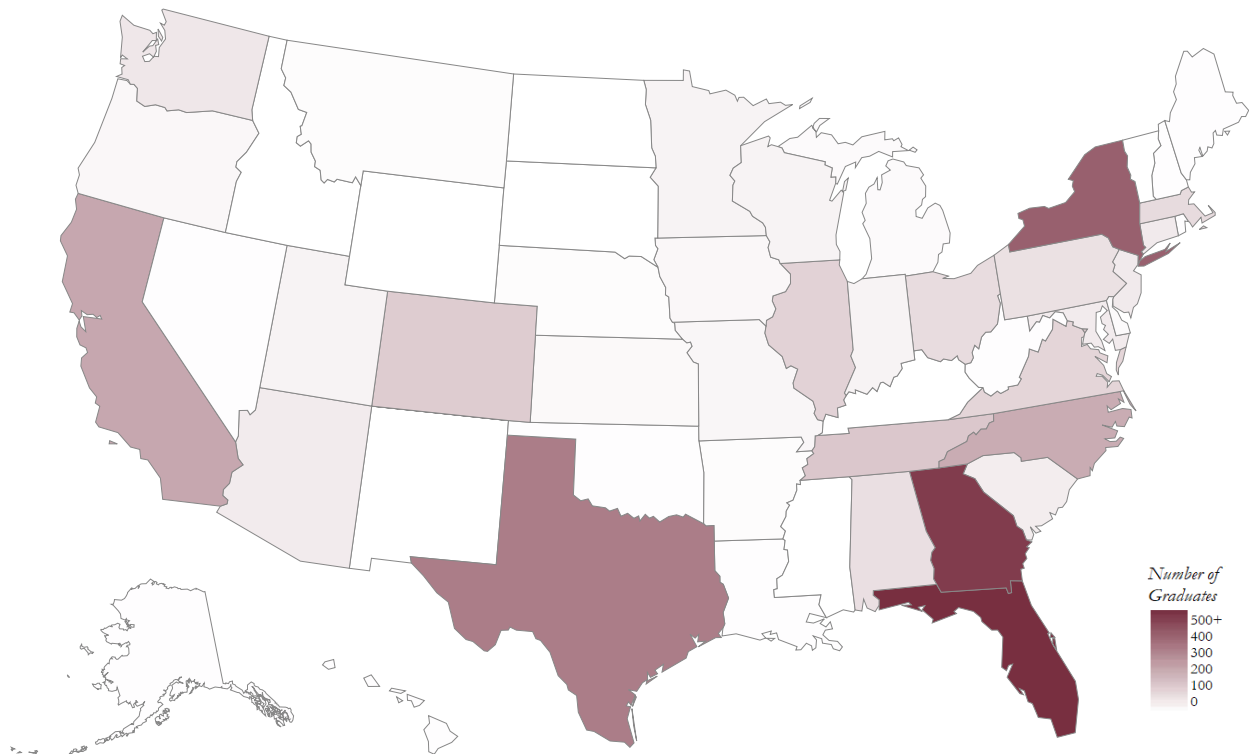


Top Five Employment Industries



Graduate Employment and Education by State

Florida State graduates work and study all over the world, and the latest Noles are following suit. While over 6,300 of FSU's graduates are staying in Florida, members of the class will be living in 45 different countries and 47 states, as well as the District of Columbia.



DEGREES AWARDED, 2019-2020*

UNDERGRADUATE:

College of Applied Studies	75
College of Arts and Sciences	2,357
Biological Sciences.....	361
Chemistry.....	24
Computer Science.....	200
Environmental Science and Policy.....	38
Editing, Writing & Media.....	197
Humanities.....	94
History.....	88
Mathematics.....	11
Psychology.....	690
Statistics.....	38
College of Business	1,582
Accounting.....	194
Business Administration.....	24
Finance.....	501
Hospitality.....	2
Management.....	160
Marketing.....	328
Risk Management & Insurance.....	110
College of Communication & Information	553
Media/Communication Studies.....	161
Communication Science and Disorders.....	86
Information Communication & Technology.....	118
College of Criminology & Criminal Justice	496
College of Education	263
Sport Management.....	132
Elementary Education.....	60
College of Engineering	372
Chemical & Biomedical Engineering.....	28
Civil & Environmental Engineering.....	76
Electrical & Computer Engineering.....	49
Industrial Engineering.....	39
Mechanical Engineering.....	92
College of Fine Arts	232
Interior Design.....	37
College of Human Sciences	555
Family & Child Sciences.....	301
Exercise Sciences.....	160
College of Motion Picture Arts	30
College of Music	138
College of Nursing	104
College of Social Sciences & Public Policy	1,406
Economics.....	246
Geography.....	19
International Affairs.....	308
Interdisciplinary Social Sciences.....	203
Political Science.....	340
Sociology.....	140
College of Social Work	104
Dedman School of Hospitality	227
Jim Moran College of Entrepreneurship	257

GRADUATE:

College of Applied Studies	29
College of Arts and Sciences	340
Biological Sciences.....	26
Chemistry.....	48
Computer Science.....	45
Mathematics.....	35
Physics.....	43
College of Business	365
Accounting.....	102
Business Administration.....	177
Finance.....	34
College of Communication & Information	266
College of Criminology & Criminal Justice	96
College of Education	386
College of Engineering	105
College of Fine Arts	90
Interior Design.....	6
College of Human Sciences	35
College of Law	80
College of Medicine	53
College of Motion Picture Arts	31
College of Music	145
College of Nursing	23
College of Social Sciences & Public Policy	274
Economics.....	37
Geography.....	32
International Affairs.....	34
Political Science.....	11
Sociology.....	15
College of Social Work	254

*The lists contain selected programs. For complete and up-to-date information on degrees awarded for all degree programs, please visit ir.fsu.edu.



INTERNSHIP SALARY DATA, 2018-2019

JOB FUNCTION	# OF POSTINGS	% PAID	AVG. HOURLY WAGE	MONTHLY STIPEND	PAID, WAGE NOT REPORTED	% UNPAID
Accounting	941	82% (776)	\$14.95 (229)	\$2,694 (44)	503	18% (164)
Actuary	145	81% (118)	\$19.42 (19)	\$1,020 (7)	92	19% (27)
Administration	1,710	50% (852)	\$13.17 (315)	\$1,289 (156)	381	50% (858)
Advertising, Media & PR	2,373	48% (1,140)	\$12.68 (468)	\$1,362 (179)	493	52% (1,233)
Architecture & Planning	318	66% (211)	\$14.47 (62)	\$1,360 (18)	131	34% (107)
Business Development	2,071	67% (1,379)	\$14.31 (347)	\$2,073 (151)	881	33% (692)
Community & Social Services	1,106	46% (514)	\$12.51 (143)	\$1,938 (169)	202	54% (592)
Construction/Contracting	371	78% (288)	\$14.76 (100)	\$1,770 (28)	160	22% (83)
Consulting	763	67% (515)	\$14.41 (126)	\$2,512 (52)	337	33% (248)
Counseling	239	67% (161)	\$11.34 (26)	\$1,174 (48)	87	33% (78)
Customer/Technical Support	595	70% (417)	\$13.75 (159)	\$1,540 (27)	231	30% (178)
Data & Analytics	1,888	72% (1,352)	\$15.44 (387)	\$2,364 (135)	830	28% (536)
Design/Art	1,325	52% (685)	\$12.89 (195)	\$887 (130)	360	48% (640)
Education/Teaching/Training	1,003	60% (605)	\$12.04 (123)	\$1,121 (246)	236	40% (398)
Engineering - Civil/Mechanical	1,260	93% (1,172)	\$17.60 (354)	\$2,142 (64)	754	7% (88)
Engineering - Web/Software	1,330	80% (1,066)	\$19.79 (180)	\$2,108 (68)	818	20% (264)
Entrepreneurship	831	44% (363)	\$13.28 (120)	\$1,509 (80)	163	56% (468)
Environmental/Sustainability	1,010	64% (649)	\$13.74 (177)	\$1,277 (176)	296	36% (361)
Finance	1,455	84% (1,224)	\$16.50 (279)	\$1,117 (57)	888	16% (231)
Fundraising & Event Management	1,046	48% (501)	\$12.67 (169)	\$900 (94)	235	52% (545)
General Management	980	66% (644)	\$14.18 (218)	\$1,376 (74)	352	34% (336)
Healthcare Services	442	67% (294)	\$15.28 (59)	\$1,380 (30)	205	33% (148)
Hotel/Restaurant/Hospitality	472	75% (353)	\$11.53 (159)	\$1,296 (37)	157	25% (119)
Human Resources	742	69% (512)	\$14.58 (161)	\$1,895 (39)	312	31% (230)
Information Technology	1,451	81% (1,179)	\$15.83 (370)	\$1,985 (41)	768	19% (272)
Lab Work/Science	355	76% (269)	\$14.33 (61)	\$1,870 (23)	185	24% (86)
Legal	434	57% (246)	\$15.23 (93)	\$2,742 (24)	127	43% (188)
Library Science	198	65% (128)	\$12.72 (50)	\$1,160 (5)	73	35% (70)
Logistics & Supply Chain	516	83% (430)	\$15.53 (113)	\$1,213 (20)	297	17% (86)
Maintenance/Skilled Laborer	206	70% (145)	\$12.95 (37)	\$1,527 (25)	83	30% (61)
Marketing - Brand Management	1,558	52% (812)	\$14.64 (97)	\$1,428 (73)	402	48% (746)
Marketing - General	2,375	58% (1,388)	\$14.76 (556)	\$1,366 (143)	689	42% (987)
Military & Protective Services	107	65% (70)	\$12.21 (12)	\$3,008 (6)	52	35% (37)
Operations/Production	970	71% (689)	\$13.85 (233)	\$1,372 (47)	408	29% (281)
Other	2,060	70% (1,451)	\$24.10 (100)	\$1,702 (175)	819	30% (609)
Political Organizing/Lobbying	541	51% (274)	\$13.09 (199)	\$1,279 (40)	135	49% (267)
Product/Project Management	825	70% (578)	\$14.54 (170)	\$1,435 (43)	365	30% (247)
Purchasing	225	78% (175)	\$16.87 (61)	\$1,625 (5)	109	22% (50)
Quality Assurance	275	80% (221)	\$15.46 (72)	\$1,700 (4)	145	20% (54)
Real Estate	341	72% (257)	\$13.68 (59)	\$1,463 (8)	177	28% (97)
Recreation/Fitness	359	72% (257)	\$11.93 (83)	\$1,216 (53)	121	28% (102)
Research	1,866	55% (1,029)	\$21.09 (368)	\$4,029 (93)	568	45% (837)
Sales	1,223	77% (947)	\$14.94 (345)	\$3,209 (55)	547	13% (276)
Transportation/Parking	125	79% (99)	\$16.25 (29)	\$1,724 (6)	64	21% (26)
Veterinary/Animal Care	268	28% (75)	\$13.13 (12)	\$819 (12)	51	72% (193)
Writing/Editing	1,769	42% (744)	\$14.46 (337)	\$1,066 (108)	299	58% (1,025)
Total	42,463	66% (27,254)	\$14.72	\$1,675	15,558	34% (15,221)

SALARY & HIRING DATA

PROVIDE FOLLOW-UP DATA AFTER YOUR VISIT

The Career Center collects data from organizations that recruit on campus in order to provide feedback about interviewing activity and hiring data. This data, while reflective of on-campus recruiting activity during the past academic year, does not reflect all employment services at Florida State University. Each May, we will remind you to complete the hire survey so your organization will be represented in the results.

TOP EMPLOYERS BY INTERVIEWS: 2018 - 2019

- | | |
|--------------------------------------|---|
| 1. Insight Global | 13. Citi |
| 2. A-LIGN | 14. Southern Glazer's Wine & Spirits (SGWS) |
| 3. RSM US LLP | 15. Next Era Energy |
| 4. L3Harris Technologies | 16. Gallagher |
| 5. Techtronic Industries (TTi) | 17. Kohl's Corporation |
| 6. BDO USA | 18. Teacher for America |
| 7. Protiviti | 19. Aetna & CVS Health |
| 8. ALDI, Inc. | 20. Brown & Brown Insurance |
| 9. Central Intelligence Agency (CIA) | |
| 10. Abercrombie & Fitch | |
| 11. Deloitte | |
| 12. Gravity IT Resources | |

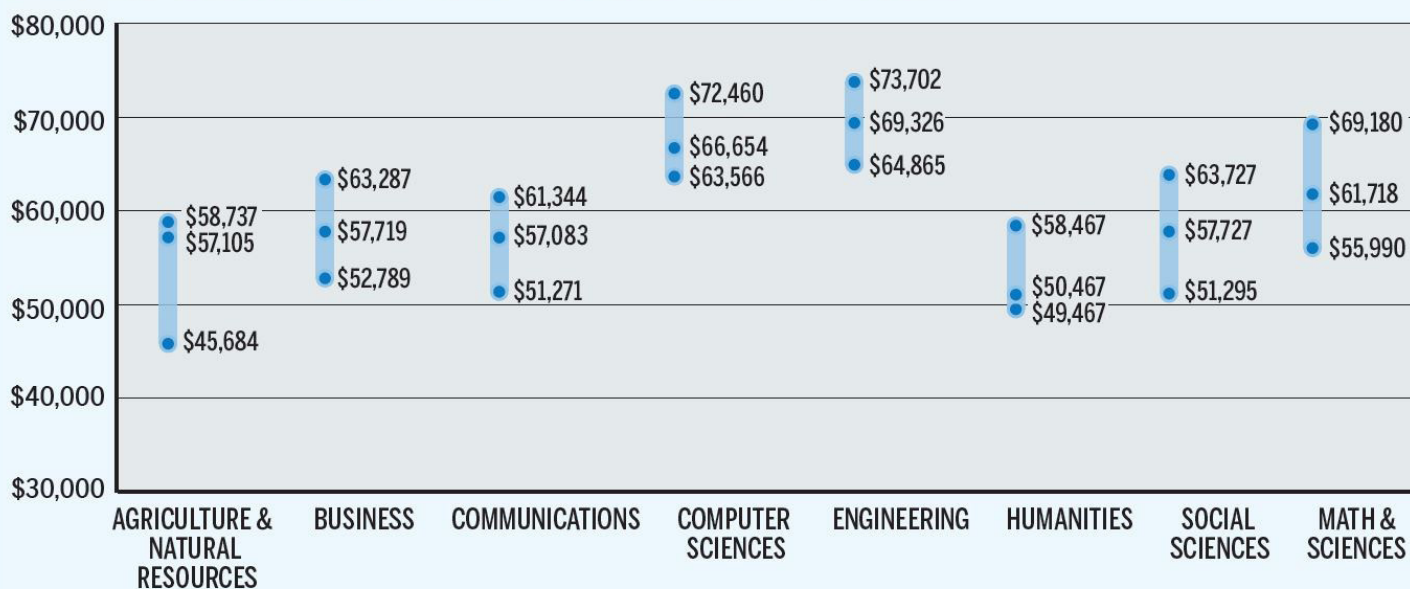
TOP EMPLOYERS BY HIRES: 2018-2019

- | | |
|------------------------------------|---|
| 1. Florida State University | Teach for America |
| 2. Ernst & Young LLP | 11. IBM |
| 3. Walt Disney Company | 12. Florida Department of Law Enforcement |
| 4. Deloitte Marriott | 13. Apple |
| 5. Tallahassee Memorial Healthcare | Harris Corporation |
| 6. Enterprise Rent A Car | Kimley, Horn & Associates Inc. |
| 7. Leon County School District | Macy's Inc. |
| 8. Lockheed Martin | Protiviti |
| 9. PwC LLP | Publix |
| Tom James Company | |
| 10. A-LIGN | |
| Insight Global | |
| NextEra Energy Inc. | |

STARTING SALARY BY ACADEMIC MAJOR: 2019

The following is salary data by broad category for the class of 2019, collected and distributed by the National Association of Colleges and Employers (NACE) for graduates with a bachelor's degree.

BACHELOR'S DEGREES / SALARY RANGES BY BROAD CATEGORY



INDUSTRY REFERENCE OF EMPLOYERS

These employers, indexed by industry type, have participated in Employer Relations at the Florida State University Career Center. The 2020 - 2021 **Gold Partners** are listed in bold. *Garnet Partners* are listed in italics. Room sponsors have a *star next to their names.

Accounting

A-LIGN
Andersen
Carr Riggs & Ingram, LLC
*Deloitte
Dixon Hughes Goodman LLP
*Ernst & Young
Florida Auditor General
*Grant Thornton
*KPMG
Johnson Lambert, LLP
Lanigan & Associates, PC
Morrison, Brown, Argiz, & Farra, LLP
*PWC, LLP
RSM
Spicer Jeffries LLP
Thomas Howell Ferguson P.A.
Vestal & Wiler, CPA
WTAS LLC

Aerospace/Defense

Air Armament Center
Air Force Personnel Center
Raytheon

Agricultural/Chemical

Archer Daniels Midland
The Mosaic Company

Communications

Clear Channel Radio
Sprint
PATLive

Computers

Apple, Inc.
Cerner Corporation
Computer Aid, Inc.
Convergys
General Motors
Green Hills Software
Hewlett Packard
IBM, Global Business Services
Microsoft
National Security Agency
Software Architects, Inc.
Software Earnings, Inc.
Sogeti U.S.A.
VR Systems, Inc.

Consulting

CGI
DXC Technology
Hewitt Associates
Media Plus Consulting Ltd.
Navigant Consulting
Protiviti, Inc.

Signature Consultants

Summit Consulting
Technology Solutions Company
True Partners Consulting, LLC

Education

Inroads/Birmingham, Inc.
Strayer University
Teach for America

Engineering

The Aerospace Corporation
Apex Systems, Inc.
Caterpillar, Inc.
Chevron
Cummins, Inc.
Danfoss
Dynetics, Inc.
Eaton Corporation
Florida Power & Light (FP&L)
General Electric (GE)

*L3 Harris

Hercules, Inc.
HDR Engineering
Humana
Ingersoll Rand Company
Johnson & Johnson
The Haskell Company
Honda Manufacturing of Alabama
Honda R & D Americas, Inc.
Kimley-Horn Associates, Inc.
Lane Construction Corporation
Lockheed Martin Corporation
Miller Coors
Naval Information Warfare Center
Nissan North America
Norfolk Naval Shipyard
*Northrop Grumman Corporation
Norfolk Southern Corporation
Parker Hannifin Corporation
Pepsico
Progress Energy
Rohm and Haas Company
Schlumberger
Shaw Industries
Shell Oil Company
Siemens
Sonoco
thyssenkrupp
Toyota Motor Engineering & Manufacturing
United McGill Corporation
Walt Disney Company
Washington Savannah River Company

Financial

Ameriprise Financial
Ameriquest Mortgage Company
AmSouth
Bank of America
BB&T
Deutsche Bank
Exxon Mobil Corporation
Fidelity Investments
First Command Financial Services Inc.
Foresters Financial Services
*FSU Credit Union
GMAC Commercial Mortgage
Hancock Bank
ISNetworld
John Hancock Financial Services
JP Morgan Chase & Co.
Mass Mutual
Morgan Stanley
Mutual of Omaha
NCCI Holdings, Inc.
North Florida Financial Corporation
Northwestern Mutual Financial Network
PNC
Regions
Raymond James Financial
Robinhood
SunTrust Bank
The Prudential Company
Tyndall Federal Credit Union
Wells Fargo Company

Food/Consumer Goods/Manufacturing

*Aldi, Inc.
Carrier Corp
Cargill
E&J Gallo Winery
Eli Lilly & Company
Ferguson Enterprises, Inc.
Frito Lay
Heatcraft Refrigeration
Maytag Corporation
Procter & Gamble
Waffle House

Government

Alabama Department of Transportation
Florida Department of Elder Affairs
Florida Department of Environmental Protection

Florida Department of Juvenile Justice
 Florida Office of Insurance Regulation
 Florida Governor's Office of Film & Entertainment
 Georgia Department of Audits and Accounts
 Inspector General, Department of Defense
 Jacksonville Army Recruiting Battalion
 Palm Beach County Sheriff's Dept. Space & Naval Warfare Center
 U.S. Air Force
 U.S. Army
 U.S. Census Bureau
 U.S. Marine Corps
 U.S. Navy
 U.S. Patent and Trademark Office
 U.S. A.F - Contracting Career Program
 Warner Robins Air Logistics Center

Hospitality

Marriott International, Inc.
 The Ritz-Carlton Resorts of Naples
 The Steak 'n Shake Company
 Walt Disney World Resort & College Program
 Westgate Resorts

Insurance

AmeriSure
 Amica Mutual Insurance Company
 Assurance America
 Auto-Owners Insurance
 Bankers Life & Casualty
 Bass Underwriters
 Berkshire Hathaway Homestate Companies
 Boyd Insurance & Investment Services, Inc.
 Buchard Insurance
 Burns & Wilcox
 Brown & Brown, Inc.
 Cigna
 Citizens Property Insurance
 Federated Insurance
 Florida Farm Bureau
 Greg Thomas Insurance Agency
 Gresham & Associates
 Hanover Insurance
 Harden & Associates
 Humana MarketPoint
 Jack Rice Insurance
 *Liberty Mutual
 Mercury Insurance Group
 MetLife
 NCCI Holdings, Inc.
 Progressive Insurance
 Reliance Standard Life Insurance Company
 Rogers, Gunter, Vaughn Insurance, Inc.

Silver Insurance Consultants
 State Farm Insurance Company
 Summit
 The Hartford
 Traveler's Insurance
 Unum
 USAA Insurance

Marketing/Sales/Promotional

Applied Concepts
 Aramark
 Ashley Furniture
 Black & Decker/DeWALT Power Tools
 Bluegreen Vacations
 Boston Beer Company
 Cast-Crete Corporation
 Cintas
 Embarq
 *Enterprise Holdings
 Gartner, Inc.
 Grainger
 Graybar Electric Co., Inc.
 Hertz Corporation
 Hope Lumber & Supply
 Jeld-wen, Inc.
 Lanier Worldwide (A Ricoh Company)
 Legendary Marketing
 MECLABS
 Newell Rubbermaid
 Otis Elevator Company
 Proctor & Gamble
 Service Master
 Sherwin-Williams Company
 Sodexo
 *Southwestern Advantage
 Techtronic NA (TTi)
 Trademark Metals Recycling
 Wolseley North America
 University Directories
 The Zimmerman Agency

Media

Consolidated Graphics
 ESPN

Medical

Davita
 GlaxoSmithKline
 Maxim Healthcare Services
 PSS World Medical

Non-Profit

The Ounce of Prevention Fund of Florida
 State Public Interest Research Group

Real Estate/Construction

CEMEX, Inc.
 PRG Real Estate Management, Inc.
 Pulte Homes
 RealNet USA, Inc.
 Thompson Reuters

Titan America
 Whiting-Turner Contracting Company

Retail

Abercrombie & Fitch
 American Eagle Outfitters, Inc.
 Belk Department Stores
 Chico's FAS
 City Furniture
 Dale Earnhardt Jr. Chevrolet
 Dillard's Department Store
 Finish Line
 Fossil
 HSN - Home Shopping Network
 JCPenney
 Kohl's Department Stores
 Macy's, Inc.
 Office Depot
 Ross Stores, Inc.
 Save-A-Lot Food Stores, Ltd.
 Sears Holdings Corporation
 Staples, Inc.
 Stein Mart, Inc.
 Target Corporation
 Toys "R" Us, Inc.
 Victoria's Secret
 Wal-Mart Stores, Inc.
 Walgreens

Staffing

Aerotek
 American Traveler
 Insight Global, Inc.
 ReliaQuest, LLC
 U.S. Staffing

Transportation/Shipping

Burlington Northern Santa Fe Railway
 CH Robinson Worldwide
 CSX Corporation
 PLS Logistics Service
 Total Quality Logistics





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