

Employer Checklist

1. Request to review and sign an Affiliation Agreement. UNT Dallas must have an [affiliation agreement](#) on file with all community and company partners that recruit UNT Dallas students as interns, research students, or volunteers.
2. Review the UNT Dallas [Employer and Community Partnership Manual](#), complete the [Site Checklist](#) form and email to Experiential.Learning@untdallas.edu.
3. Create an account on [College Central Network](#). Once it is approved you can post your opportunities for our students. It helps to [confirm](#) your submission so we can help spread the word to our student population.
4. Notify the Experiential Learning Office every time you accept a UNT Dallas student for a position or project by emailing: Experiential.Learning@untdallas.edu.

Additional Options:

1. Share your Experience with us: Did our student(s) do a phenomenal job within their placement? We want to feature our partnership with your organization, and the work our students did. Share your [Story](#) with us toward the end of the timeframe.
2. Assessments: We need your feedback. Toward the end of your experience, let us know if you were satisfied with our students by completing this 10 question [Community Partner Satisfaction](#) survey.
3. Request to make a campus appearance by completing the [Campus Recruitment Request Form](#) and emailing to Experiential.Learning@untdallas.edu.
4. To share a promotional flyer, please email it to Experiential.Learning@untdallas.edu.
5. Participate in Signature Events:

Internship Orientation – Fall 2018

Come join us for an opportunity to recruit students as interns for the fall. Information coming soon!

Community Engagement Day – Fall 2018

Come learn how to build capacity and better connect in the community. Registration link pending.