

PROCEDURE

Number: 52-01
Title: Student Career Services
Responsibility: Student Services
Original Approval Date:
Last Cabinet Review: 6/3/2025
Last Revision: 6/3/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: 50-29 Placement Policy

Other:

Procedure Description

Purpose

The Career Services Office at Florence-Darlington Technical College assists students in securing employment upon graduation from their certificate, diploma or degree program, as well as assists employers in their search for new and qualified employees.

Career Services assists FDTC students & alumni with locating jobs that fit their unique skills and abilities by:

- Matching students with local employers using the College Central Network
- Assessing strengths & exploring occupation goals using TypeFocus
- Conducting workshops geared toward successful job placement
- Offering resume and cover letter assistance
- Conducting mock interviews
- Organizing FDTC's Semi-annual Job Fair

Procedure

Students & Alumni

Florence-Darlington Technical College (FDTC) uses College Central Network (CCN) as its official résumé and job posting service. Local employers post jobs exclusively for FDTC students & alumni via the CCN site.

Students and alumni, please create your account profile at www.collegecentral.com/fdtc to:

1. Easily search and apply to local and national full-time, part-time, & internship/apprenticeship opportunities.
2. Create and upload your résumé and career portfolio to make them easily available to employers.
3. Access event announcements, career advice documents, podcasts, videos, and articles.

Employers

Post a job to the nation's largest network of entry-level job candidates at small and midsize colleges and universities, community and technical colleges, and art & design schools. All jobs are viewed through CollegeCentral.com, one of the most visited entry-level recruitment sites on the Internet.

- Approved employers may post jobs/internships and search résumés.
- Request Information Sessions

You must register and be approved by the Career Services Office in order to post jobs and conduct résumé searches. An email address is required to register.

1. Go to: <https://www.collegecentral.com/fdtc/Employer.cfm>
2. Select the Employers icon. Read the information on the second screen.
3. Choose the link for Create Account. Enter registration info and create an Access ID. If the ID you choose is already in our database try adding letter(s), number(s), or an underscore. All IDs must be unique.
4. Once approved by our office, you will receive an email notification confirming your Access ID and informing you of your Password.

Student Job Opportunities Disclaimer

Florence-Darlington Technical College works with area businesses to post current openings. Although employers may utilize various agencies to advertise their current employment vacancies, employment opportunities posted through the Career Services website are available for only SC Technical College graduates and students currently attending Florence-Darlington Technical College. Positions advertised are for outside agencies and do not reflect employment opportunities available at Florence-Darlington Technical College. Students and graduates must submit a student application before contacting a job counselor about these positions.

Career Services maintains this publication as a service to our students/graduates. Any referrals made by Career Services do not indicate a recommendation for employment. Florence-Darlington Technical College is not responsible for the accuracy of job information provided by the employer. Students/Graduates are

responsible for all necessary precautions when interviewing for or accepting any positions, as well as for checking the credentials and integrity of an employer.

Although Career Services cannot guarantee job placement, every effort is made to assist students and graduates in finding a job and making their search for employment a success.