COLLEGE CENTRAL NETWORK

Employer Guide: How to Approve Student’s Submission of their Placement via the Experiential Learning Module

UNT Dallas

www.collegecentral.com/untdallas/
What is College Central Network?

College Central Network is UNT Dallas’s exclusive online job board that allows students to post their resume and apply for part-time, full-time jobs & internships.

College Central Network also provides access to:

- create a career portfolio,
- event announcements,
- career advice documents,
- experiential learning record keeping,
- podcasts, videos and career articles

These services are available to students, alumni, employers and community members.

Approved employers may post job, internship, and volunteer opportunities, and search student résumés.

How to Access College Central Network

College Central Network can be accessed directly from the UNT Dallas website from both the experiential learning webpage and the career services webpage:

www.untdallas.edu > menu > resources > experiential learning > for employers > search opportunities > College Central Network

www.untdallas.edu > menu > resources > career services > for students > job board > College Central Network

Also, the direct link is: https://www.collegecentral.com/untdallas/
Employer Accounts

1. Site supervisors have the option of creating an account with the UNT Dallas College Central Network portal OR just waiting for an email to respond to via the link in the email.

2. If site supervisors / employers want to create an account, they can log in and post a job, schedule an on-campus interview, report offers and hires, participate in listing events, and review experiential learning agreements.

3. When a student submits an ‘Experiential Learning Agreement Form’ for their involvement with their placement location, the site supervisor will receive an email titled New Experiential Learning Agreement Approval Request by University of North Texas at Dallas, please be aware that it may go to the spam or junk mail.

4. The supervisor for the student will need to review the form, any additional attached documents, and the student’s submission, then approve, and electronically sign the document.

5. If there is an error on the form, do not approve the document, leave notes in the ‘Review Notes’ box to notify the student of what they need to edit or correct on their document.

6. If the document is not approved, it will go back to the student to make the necessary corrections.

7. Once the student makes the correct changes it will come back to their supervisor who will then need to review, approve, and electronically sign the document.

8. Once the learning agreement is completed and finalized the site supervisor will receive and email with a PDF copy of the learning agreement for their records.

For questions or concerns, contact:
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