



EAST TENNESSEE STATE  
UNIVERSITY

**University Career Services**  
East Tennessee State University  
PO Box 70718 | Johnson City, TN 37614-1710

Phone: 423-439-4450

Email: [careers@etsu.edu](mailto:careers@etsu.edu)

Website: [www.etsu.edu/careers](http://www.etsu.edu/careers)

D.P. Culp Student Center, 2nd level in the Carrier Center

## Experiential Learning Opportunity (ELO) - Employer's Guide

There are several types of ELOs in which students can engage. While they are not for academic credit and do not have to adhere to the traditional model of internships, they offer students invaluable off-campus, hands-on learning. ELOs are a flexible, shorter-term way for students to explore career paths and make professional connections. Examples of ELOs include job shadowing, informational interviews, micro-internships, and site visits.

### Submitting an ELO

1. Register as an employer in Handshake [here](#); employers are subject to review by UCS staff before they are approved.
2. Once approved, log in to Handshake and select **+Post a Job**. On the first page of questions, select Experiential Learning as Job Type.
3. On the second page of questions that asks for a Description, please provide a list of job responsibilities and the length of the ELO (one day, three weeks, etc.). There is no minimum number of hours a student needs to work, but the ELO cannot exceed 14 weeks.
4. After you have submitted your ELO, a member of the UCS staff will review for approval.
5. Your ELO will be posted in Handshake for students to find and apply for. When a student applies for your internship, you will receive an email notification from Handshake.
6. Contact potential candidates and proceed with your interview process.
7. When you have hired an ETSU student for your internship, go to the Applicants tab on the internship posting and designate a status for each active applicant – Reviewed, Declined, or Hired.
8. At this point in the process, the student will be directed to fill out an “Experience” form in Handshake, which a member of UCS staff will approve; this is how we track the student’s ELO.
9. At the conclusion of the ELO, Handshake will automatically send you an evaluation form to complete.

Thank you for supporting BUCS’ career readiness.



UNIVERSITY  
CAREER SERVICES  
Division of Student Life and Enrollment  
EAST TENNESSEE STATE UNIVERSITY



Phone: (423) 439-4450

Website: [www.etsu.edu/careers](http://www.etsu.edu/careers)

Email: [careers@etsu.edu](mailto:careers@etsu.edu)

East Tennessee State University is fully in accord that educational and employment opportunities should be available to all eligible persons without regard to age, gender, gender identity, sexual orientation, color, religion, national origin, disability, or veteran status.

REV. 2-2022 JA