



Rattlers in the Community Internship Program

Employer Guide & Internship Onboarding Process

The **Rattlers in the Community Internship Program** connects talented Florida A&M University (FAMU) undergraduate students with local businesses, startups, and nonprofits. Funded through the Federal Work-Study (FWS) program, our students earn an hourly income while developing career-ready competencies under your mentorship.

Program Highlights

- **Zero Payroll Cost:** Student wages are funded through the Federal Work-Study program.
- **Flexible Schedule:** Students typically work up to 20 hours per week during the academic semester. Hours worked cannot exceed 20 hours per week.
- **Mentorship-Driven:** Employers agree to provide a safe, supervised learning environment aligned with the NACE Career Readiness Competencies.

7 Steps to Hire Your Intern

Please follow these step-by-step onboarding guidelines to get your internship position approved and filled:

01 Express Your Interest

Contact the FAMU Career and Professional Development Center (CPDC) at cpdcenter@fam.u.edu to let us know you want to participate.

02 Create a Handshake Account

Set up your employer profile on [Handshake](#), our official university career services platform. If you already have an account, make sure you are connected to Florida A&M University.

03 Post Your Internship

Once your Handshake employer account is approved, draft and submit your internship [job posting](#) directly on the platform.

04 Await Position Approval

The CPDC will review your job details to ensure the role meets program standards and NACE career readiness guidelines. We will approve the posting once verified.



Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307-3100

05 Review Applications

Review incoming student applications. Once you have a list of candidates you would like to move forward with, notify our office.

06 Interview Eligible Candidates

Our office will verify that your preferred candidates meet all FWS and academic eligibility requirements. Once we give you the green light, you can schedule and conduct your interviews.

07 Submit Your Final Selection

Notify our office of the candidate(s) you wish to hire. We will handle the required student onboarding and compliance steps, then follow up with you.

Critical Operational Rules

To keep our program running smoothly and in compliance with Federal Work-Study guidelines, please note the following operational requirements:

Official Start Dates: Students are strictly prohibited from working before our office officially notifies both you and the student. The post-selection clearance process can take up to 7 business days.

Timesheet Processing: Students must fill out physical paper timesheets and submit them to you. Once reviewed, you must forward them directly to our office.

Signatures: To ensure payroll compliance, only the student's signature and the CPDC Director's signature are authorized on the official timesheet.

Open Communication: To support student success, employers must notify our office immediately at cpdcenter@famu.edu regarding any performance, attendance, or safety concerns.

Questions? Contact the Career and Professional Development Center at cpdcenter@famu.edu