www.smc.edu/hiresmc is a free searchable employer data base, like Indeed.com or LinkedIn, but it is just for employers seeking to offer jobs & internships to Santa Monica College students.

Employer Registration Information:

Please ensure you meet the employer requirements listed below prior to requesting an account. Employers that register for an account must have:

- a properly zoned local business address where supervised work will be conducted.
- a valid office phone number and web address.
- all required equipment for the students to use.
- offer an hourly rate, minimum wage or above for non-internship opportunities.
- a valid business license & carry liability insurance.

If you meet the criteria listed above please complete the following steps to register:

1) Log onto **www.smc.edu/hiresmc** .
2) Select "Create Account."
3) Enter your registration information and create an Access ID. **Please note, account request submissions are reviewed by our staff within 48- 72 hours of submission.**
4) If your account submission is approved you will receive an email notification confirming your Access ID and a link instructing you to create a Password.
5) Once your password has been created, you can log in to post the job and/or internship opportunities.

How to post an opportunity for students:

1) Once you log into your account you will have the following options:
    - **Registration** – you may update your registration information and password here.
    - **Job Board** – you may post, edit, repost or expire job posting here.
    - **Hiring Information** – as we provide this posting service free of charge, we ask that in exchange you please report any hires you make here.
2) To post an opportunity please select the "Job Board"
3) Now select "Post a new job".
4) After you fill out all of the required fields, at the bottom of the form select "save job posting".
5) Please note that once again, **all postings are reviewed by our staff within 48- 72 hours of submission.**

Posting Tips:

- We ask that you **do not** select "student employment" as that category is reserved for Santa Monica College Department posting.
- We recommend including salary information.
- Finally, please note that you may adjust the applicant "submission deadline" to either extend or shorten the time frame in which students may apply.
- If you are posting for Interns, we ask that you follow our internship guidelines (outlined below) to avoid suspension of your account.

Requirements for Internships:

In addition to all of the previously listed requirements, employers that recruit Santa Monica College students for internships must either pay the students for their work, or ensure that they are enrolled in an internship course, to be in compliance with labor laws and CA Education Code. (Course enrollment is optional for paid internships.)

Please note that students who secure unpaid internships may not begin work prior to the first day of the semester. All coursework and work hours must be completed by the conclusion of their internship course.

You can find additional information regarding hosting SMC students as interns at www.smc.edu/internship and a list of semester dates at www.smc.edu/districtcalendar