

To register your internship go to: <http://studentaffairs.loyno.edu/careers/students/employola>

The screenshot shows the EMPLOYOLA website interface. On the left, a list of instructions is provided for reporting internships. On the right, the website's navigation menu and home page content are visible. A red arrow points from the first instruction to the 'Log Out' button in the navigation menu.

Instructions:

1. Log into your Employola Account
2. Click " I want to report For-Academic Credit Internship
3. If you did **not** apply through Employola, have a job description on company letterhead ready to upload
4. 3 credit hour- internships are for Junior-Senior standing and your internship must be:
 - a minimum of 120 working hours
 - within a minimum of 5 consecutive weeks

2 credit hour internships must be:

- a minimum of 80 working hours
- within a minimum of 5 consecutive weeks

1 credit internship must be:

- a minimum of 40 working hours
- within a minimum of 5 consecutive weeks

Navigation Menu:

- Log Out
- Home
- Calendar
- Resource Library
- My Favorites
- I want to ...
 - Report a For-Academic Credit Internship
 - Report a Job or Non-Credit Internship Hire
 - Create Resume using Resume Creator
 - Take/View Assessment
 - View My Activity

Home Page Content:

Home

Welcome,
To navigate the system use the menu items above.

Announcements Printer Friendly

Welcome to EMPLOYOLA!

From this home page, you will be able to:

- View announcements about Career Center activities and events
- Search and apply for internships and jobs
- Sign-up for an interview
- Search the employer directory
- Get the latest information about upcoming career fairs, workshops, etc.
- Access Career Center handouts via the Resource Library link in the box below

If you need assistance, please call us (504) 865-3860.

Task List Upcoming Events See All

No tasks available at this time.

Aug