

# *Handshake Internship Posting Guide*

Post your internship positions to [Handshake](#). Make sure to create an employer account for your organization if you do not have one.

An internship is an extension of the student learning experience that reaches beyond the classroom. These educational elements help distinguish between a part-time job and an internship. In the interest of students and alumni, we reserve the right to restrict or deny any employer access to our job posting database.

## **Position Description Components in Handshake**

### **Position Title**

Be more descriptive than just 'Intern' so that the student knows which job functions and/or unit in which they'll be working.

### **Length of Internship Experience**

- Internships will always be temporary/seasonal employment by academic semester.
- Include a start and end date for the position so that students and their faculty who approve for academic credit are aware for which semester you are recruiting.

### **How do I link to my online application?**

If you have a link, select "yes" to this prompt, then copy and paste the link into the provided comment box.

### **When should I post my internship opportunity and for how long?**

Post internships as soon as possible; this allows a greater number of applicants to apply during a longer application period.

### **Position description in the posting, include the following:**

- A brief description of organization, its mission and/or its clientele
- Description of training and ongoing mentoring; methods of evaluating performance; opportunities for meeting learning objectives
- Duties, responsibilities, projects (note: administrative and clerical tasks may not exceed 20% of intern's work; some academic departments stipulate a smaller percentage)
- Qualifications (skills, attributes, technical knowledge, specific major, other credentials)
- Application instructions (required documents, contact person/information, links, deadlines)
- Career-related and significant, professional work experience that sufficiently challenges college students.
- Develop substantive projects and assignments that maximize an intern's skills and complement the intern's academic experience and learning goals.
- Assign a supervisor/mentor with expertise in the student's field of study who supports the student's professional development.

Don't rely solely on your organization's history or brand to recruit for you. Focus on what the job needs to be in light of the organization's current needs and long-term objectives. Be specific. For example:

<b>Too General</b>	<b>Specific</b>
Computer literate	Proficient with Microsoft Word, Excel; QuickBooks
Good communication skills	Ability to communicate technical information to non-technical audiences

### **Job Functions**

Select relevant functions from a bank provided by Handshake.

### **Paid vs. Unpaid**

- Include either an hourly salary or stipend
- A greater number of higher caliber candidates will apply if you are able to offer a paid internship
- If the position is unpaid, note this in the description.

### **Location**

- Be specific with address.
- At the very least, include city, state.
- The Career Center encourages you to hire international students as interns through CPT. Please refer to the [Employer's Guide to Hiring International Students \(PDF\)](#) for more information or contact the Career Center.

### **Required Documents**

- Include all documents you'd like the candidate to provide
- Select "other" if you need writing samples, design booklets, portfolios, etc.
- We suggest providing this info in the position description, as well.

### **School Years**

- Include requirements for academic year.
- This is especially important to note if you are only seeking candidates in graduate or professional school.

### **Majors**

- Select the majors or categories of majors you are seeking
- While we understand your organization might be open to all majors, try to at least narrow down by category. Students are more likely to apply for jobs where their major has been specifically identified.

### **Grad Date Range**

- If you are not sure, skip this section
- Hiring alumni? Leave the earliest grad date blank.

## Frequently Asked Questions (FAQs)

### Who approves internships for academic credit?

Academic department faculty – NOT the Career Center – approve internships for credit. Including the components below will not always ensure that your internship is approved for academic credit.

### How do I ensure my internship can be approved for academic credit?

- Criteria differ slightly by academic major. Contact the major's [faculty internship coordinator \(PDF\)](#) for specific criteria, which typically involve years in business, supervisor's title & experience, number of hours completed, and students' learning outcomes.
- Students are responsible for knowing their major's criteria and should review this with you.
- Students are responsible for providing you with forms to be completed and submitted to faculty to ensure academic credit.

### What should I include in my position description to help meet criteria?

- Include the supervisor's title in the position description.
- DO NOT "offer" credit in the position description, or list it as a compensation. Instead, we suggest including "The employer and supervisor will work with the intern and university academic departments to provide an experience that meets criteria for academic credit."
- Include detailed information on mentoring, learning, goals and outcomes in the position description.

### What legal standards does the Career Center follow?

- The Career Center adheres to the National Association of College and Employer (NACE) position [statement on internships](#) based on criteria outlined by the U.S. Department of Labor.
- A job description generally is regarded as a legal document. Any reference to race, color, religion, age, gender, or gender identity, national origin or nationality, or physical or mental disability is illegal.