

## Internship Onboarding Process for Companies

STEP	RESPONSIBLE PARTY	DESCRIPTION
Step 1	Company	Identifies the need for an intern and prepares an internship proposal form outlining the objectives, tasks, and expectations.
Step 2	Internship Supervisor	Submits the completed internship proposal to the Internship Coordinator or the designated contact person within the organization.
Step 3	Internship Supervisor	Creates and publishes the internship announcement on relevant platforms such as job boards, university portals, industry-specific websites, or social media.
Step 4	Internship Supervisor	Collects and reviews applications, screens CVs/resumes, and shortlists candidates for further contact.
Step 5	Internship Supervisor	Conducts interviews (online or in-person), and if necessary, performs background and reference checks based on the requirements of the internship role.
Step 6	Internship Supervisor	Selects the intern(s), presents the offer, and discusses the terms. Once the agreement is confirmed, the internship posting is removed from all platforms.
Step 7	Intern and Internship Supervisor	Both parties complete and sign the required documentation, including the Internship Agreement Form (see Table 3).
Step 8	Intern and Internship Supervisor	Complete the internship evaluation forms at the conclusion of the internship and submit them to the Internship Coordinator or designated contact (see Tables 5 and 6).
Step 9	Internship Supervisor	Issues a Letter of Recommendation and signs the Internship Completion Certificate/Document for the intern (see Table 7).

