

MSJC WEE Program

Hosting A WEE Intern



WEE Internship Program

Getting Started

Thank you for agreeing to host an intern from the MSJC Work Experience Education (WEE) Program. Please review the Employer FAQ sheet, the Internship Planning Timeline, and the Employer Internship Checklist. The information and instructions below will help you prepare for hosting an intern.

Instructions

1. Go to the Handshake website and sign up for a New Employer account.
2. Create an account and develop your profile.
3. Follow the prompts and instructions; this will avoid a duplicate account for your company if another department has previously registered.
4. Once you create your account, your registration is complete, and you will be directed to your home page where you may add an internship.
5. When creating internships, make sure you include the following:
 - a. Job Title
 - b. Number of Openings
 - c. Day and hours of the job (or flexibility due to school schedule)
 - d. For paid internships, list wage and salary
 - e. Job Description
 - f. Qualifications
 - g. Application instructions should state "A resume is required to apply for this internship. Upload your resume to the document section of your profile."
6. Allow 48 business hours for the internship team to review and approve.

ONCE THE INTERNSHIP IS POSTED

Upon approval, your internship opportunity will be available online for students to view and our Internship Team will begin marketing the opportunity with current MSJC students or recent graduates.

When you select a student for the internship, it is CRITICAL that you contact our office to make sure the student is registered for the correct internship class and Workers Compensation is in place for unpaid interns.

If the student fails to register for the WEE course, they become unaffiliated with MSJC and will not be covered for Workers Compensation.