

NODA

Internship Program

2018 – 2019 Timeline

* All deadlines occur at 12:00 p.m. CST.

Enrollment October 2 – November 20, 2018

HOST ACTION	CANDIDATE ACTION
<p>Hosts need to pay the internship enrollment fee and start posting their job positions.</p> <p>At this time, we would also encourage you to reserve your interview availability on your position's calendar.</p>	<p>Candidates can create their profile. A profile consists of your contact information, answering a few questions, submitting a resume, and paying the internship enrollment fee.</p> <p>At this time, you can browse positions as they are coming in and begin to save them as a favorite to prepare for the application stage.</p>

Application November 21, 2018 – January 8, 2019

HOST ACTION	CANDIDATE ACTION
<p>As applications are submitted hosts can begin to review application materials. As you review applications, you can begin to favorite and rank candidates to help you get organized.</p> <p>Hosts are also able to browse candidates who have not applied for their positions and encourage candidates to apply by reaching out to them via the messaging feature.</p>	<p>Candidates can begin applying for posted positions. All applications will access your profile and your resume. When submitting an application you will be asked to write a brief statement on why you are interested.</p> <p>Candidates must apply by Jan 8th (noon CST) to be given full consideration. Any applications submitted after this date will only be considered by the host on an on needed basis.</p>

Contact January 9, 2019

HOST ACTION	CANDIDATE ACTION
<p>Hosts can begin contacting applicants to schedule interviews.</p> <p>Offering an interview can be communicated via phone or email; however, we encourage you to use the portal.</p>	<p>Hosts will begin contacting applicants to schedule interviews.</p> <p>You may receive an interview offer via phone or email but should also check your notifications in the internship portal.</p>

Interviews January 15 – February 18, 2019

HOST ACTION	CANDIDATE ACTION
<p>Hosts can conduct interviews. They can conduct interviews as they see fit to meet their needs (multi rounds, phone, video, in person, etc).</p>	<p>Interviews begin.</p> <p>Please review interview resources to help you prepare.</p>

Offers February 19 – February 26, 2019

HOST ACTION	CANDIDATE ACTION
<p>Hosts can contact candidates to make offers. Offers can be made via phone or email but MUST also be made via the portal.</p> <p>No offers can be made before February 19 at noon CST.</p>	<p>Hosts will be making offers to candidates. Candidates can ask for 24 hours to make a decision. You're not required to take this time but if you do, you must communicate this request with the host. As soon as you decide, please communicate with the host who made you the offer. When you accept or decline a position, you must also do so in the portal.</p>

Second Round Begins February 27, 2019

HOST ACTION	CANDIDATE ACTION
<p>Only available candidates will show up in the portal on this date.</p> <p>If you have hired an intern in the first round, the match should be made in the system.</p> <p>Hosts can reach out to candidates still available.</p>	<p>Only available positions will show up in the system on this date.</p> <p>If you have accepted an internship, you must accept it in the system.</p> <p>Candidates can apply to positions still available.</p>

End of Program March 29, 2019

HOST ACTION	CANDIDATE ACTION
<p>Internship program system closes. All matches must be made by this date.</p> <p>If you have any information you would like to keep for future reference, please export from the system.</p>	<p>Internship program system closes. All matches must be made by this date.</p> <p>If you have any information you would like to keep for future reference, please export from the system.</p>