



INTERNSHIP Posting Tips



Include these details to attract highly qualified candidates!

Position Details

- ✓ Position/Title
 - ✓ Reporting Structure (Supervisor)
 - ✓ Modality (Remote, In-person, Hybrid)
 - ✓ Hours and Duration
 - ✓ Summary of Position
 - ✓ Post Closing Date
- Bulletped Lists of:**
- ✓ Required Qualifications
 - ✓ Preferred Qualifications
 - ✓ Physical Job Requirements

Why should interns choose your organization?

- ✓ A Statement about what makes your organization unique and why they should choose it for their internship
- ✓ Other Unique Benefits, such as:
 - Transportation Assistance
 - Housing Assistance
- ✓ Equity Statement and Information for receiving accommodations in the recruitment process
- ✓ How to Apply
- ✓ Contact Information (when appropriate)

