

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

Bulleted 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)