



Indiana INTERNnet is a FREE online resource connecting employers and students for internship opportunities. Employers may post internships on the Indiana INTERNnet website to expose the opportunity to college and graduate students statewide who are actively searching for internships. Getting started is easy; simply follow the instructions below.

#### **Register for your FREE Indiana INTERNnet account:**

1. Visit [www.IndianaINTERN.net/employer](http://www.IndianaINTERN.net/employer)
2. You may opt to read the information provided on the page.
3. Scroll down to the bottom of the page and click the green “Register Now” button
4. Choose the New User Registration option; select Organization as your account type, and then fill-in the appropriate information.
5. Type your organization name and watch the drop down box to determine if you organization has previously registered.
  - a. If your company name is not recognized, proceed to step 6
  - b. If your company name is recognized, ***please do not add an additional account.*** You may email [INTERNnet@indianachamber.com](mailto:INTERNnet@indianachamber.com) to be added as a user on an existing account.
6. Click “Create User.”
7. You will be directed to a screen with a green bar that says please log-in under registered user.
8. Once you log-in to your new account, the system will prompt you to input information about your organization. ***\*Please note: Your address information must be completed in order for your organizations and internships to properly show up in search results.***
9. Once your organizational profile is completed, click the green “Save” button.

#### **Posting an internship opportunity via Indiana INTERNnet:**

1. Be sure you’re logged-in to your organization’s profile on [www.IndianaINTERN.net](http://www.IndianaINTERN.net) in order to add an internship.
2. On the right side of the screen, click the purple text, “Add an internship.”
3. Fill in the appropriate information for your specific internship listings. If you have more than one internship available, please post them separately.
4. ***For optimal search/match results, it is highly recommended you fully complete the internship details. This includes the site (e.g. county where internship is available), whether the internship is a paid opportunity, a minimum GPA requirement, the internship type (e.g. virtual, standard, project-based), and the approximate length of the internship.***
5. Once all fields are completed, click green “Save” button at the bottom, left side of your screen.
6. Your internship is now available for students to view and apply.

#### **Once your internship has been posted:**

- You will receive an email each time a student applies to your internship posting.
- To view each applicant’s resume, simply login to your Indiana INTERNnet account to view your organization’s dashboard.
- Your organization’s dashboard will show the list of active, inactive, and filled internships. Below the internships posted are the applicants.
- You may click on each applicant’s name to view his/her profile and download his/her resume. You may also message the applicant from your dashboard (similar to an email), but the messaging system is within the website itself. Therefore, the messaging system keeps a “running conversation” between you and the applicant. To use this feature, click the purple “Show Message” link.

- Once you have determined the students you would like to interview, contact the student via phone, email, or internal messaging system within the site.

### **Searching for potential applicants:**

The Indiana INTERNnet system allows employers to search for students by certain criteria. This feature is helpful when the employer has not yet gathered a pool of candidates with desired skills. Searching for students allows the employer to contact the individual, making him/her aware of the internship offering and encouraging him/her to apply.

To create a search within the Indiana INTERNnet system:

1. Visit [www.IndianaINTERN.net](http://www.IndianaINTERN.net) and login to your workspace.
2. Use the “Find an Intern” Quick Search feature, located on the right side of the page.
3. Once you complete the search, a new page will open, and you may click the green “Save Search” button, located at the top of the new page.
4. Complete the student search form.
  - a. Provide a search name (only for your reference).
5. After saving your search, the search name will be listed under “Saved Searches” in your workspace.

### **Filling Internships:**

Once a student has been selected to serve as an intern within your organization, it is important to fill the internship to prevent future applications and for our own tracking purposes at Indiana INTERNnet.

To fill an internship within the Indiana INTERNnet system:

1. Visit [www.IndianaINTERN.net](http://www.IndianaINTERN.net) and login to your workspace.
2. Next to each internship posting, there are three icons listed; click the second icon, which is the “filled internship” button.
3. Select the applicant from the drop-down box, and click the green “Save” button. If the applicant did not come from Indiana INTERNnet, please manually type his/her name and save the filled information. Your internship will no longer be considered active on our site.
4. Thank you for filling your internships and helping us maintain a relevant database of internship postings!

### **Website Resources:**

Indiana INTERNnet offers helpful website features which do not require login. Simply visit [www.IndianaINTERN.net](http://www.IndianaINTERN.net) to access the following:

**Events Calendar:** Listing of upcoming career/internship fairs, business-to-business expos, conferences, seminars, etc. including contact information for participation. <http://www.IndianaINTERN.net/events>

**Regional Information:** Our enhanced regional page allows visitors to learn more information about Indiana cities and regions, as well as connect with universities in that region, Chamber locations, and view specific internships by region.

<http://www.IndianaINTERN.net/regional>

**Agreements & Assessments:** Indiana INTERNnet offers an Internship Agreement, Final Internship Assessment Form for Students, and Final Internship Assessment form for Internship Supervisors to aid in formalizing the internship experience for the student and employer.

<http://www.IndianaINTERN.net/downloads>

**FAQs:** A list of frequently asked questions regarding the Indiana INTERNnet system can be found at:

<http://www.IndianaINTERN.net/employer-faqs>

**Newsletters:** To assist you with staying current on issues in experiential learning, career preparation, brain drain, and Indiana's economy, *Indiana INTERNnetwork*, our newsletter, highlights several articles on such topics each month. <http://www.IndianaINTERN.net/newsletters>

**Blog:** Our blog provides real-time, relevant topics related to internships for employers, students, and career development professionals. Check out our blog and connect with us via social media!

<http://www.IndianaINTERN.net/blog/>

<http://www.Twitter.com/IndianaINTERN>

<http://www.Facebook.com/IndianaINTERNnet>

***Intern Today, Employee Tomorrow: An Employer's Guide to Internships***

<http://www.IndianaINTERN.net/pdf/IIN-EmployersGuide1-11-1.pdf>

**Educational Resources:** Links to helpful information regarding internships, career services, Indiana laws, brain drain, etc.

<http://www.IndianaINTERN.net/educational-resources>

**College/University Career Center Contacts:** Indiana INTERNnet provides a direct link to each college/university career services office within the state to aid employers with campus recruiting.

<http://www.IndianaINTERN.net/university-list>

Indiana INTERNnet has a full time staff devoted to aiding you with your internship program, whether just getting started, developing an internship position description, handling a challenge, or simply answering a question. Contact our offices at any time for a phone or in-person consultation, to set up a presentation for your staff, or for assistance with the system itself. Our phone number is (317) 264-6863 or email

[INTERNnet@indianachamber.com](mailto:INTERNnet@indianachamber.com)