



10 Important Steps

From posting your job to claiming reimbursement

1. Post your internship on [SciTechMN.org](https://scitechmn.org)

- a. Log into your SciTech account and post your job.
- b. Need help? Check out this resource, **"How to Create an Excellent Job Posting"**: <https://scitechmn.org/webinar-how-to-create-an-excellent-job-posting/>
- c. I will get a notification via email that your job has been posted. I'll review it to make sure it is a STEM position. If it is, you'll get an email letting you know the job is approved (it will come from SciTechMN@mntech.org). If not, I'll be in touch to discuss the job description.
- d. As soon as the job is approved it will be visible to students on the SciTech job board.
- e. The job will be active until the date you selected to have it stop displaying. If you didn't select a date when you posted the job, the system will automatically set it to close 90 days from the posting date.
- f. We send out a "New Jobs" email to the SciTech student pool every Friday. Your job will be highlighted in this email when it is first posted.
- g. Pro tip: the longer your job is posted, the further down the list it appears on the job board. It's best to refresh/repost the job every 90 days. If it's up longer than that, students will assume it is out of date and no longer available.

2. Students will begin reaching out to you.

- a. As soon as the job is active, you could start seeing emails from students interested in the job.
- b. Unfortunately, there is no way for you to see which students have viewed your job or applied to it.
- c. There is no way for students to apply through the SciTech job board. They are instructed to reach out to you via email.
- d. Students are asked to only apply to jobs for which they would be a good fit and to not contact employers via phone.

3. Please respond to students!

- a. The biggest complaint we hear from students is that employers don't respond to their inquiries. Please help students have a good experience with the program and your company by responding to their emails.

- b. The response can be a simple statement like "Thank you for your interest in our company. We are currently reviewing applications and will let you know if we have any questions about your materials. We will be in touch if we decide to move forward with you as a candidate."

4. You can also reach out to potential candidates!

- a. Pro tip: Log into your account, and on the left side of the screen you'll see a small, black menu. Click on Students > Search. You can sort by major, school or school year.
- b. Click on Students > Search from the menu on the left of your dashboard. At the top of the page, just to the right of the red Search button, is a link for Advanced Search in red type. Click on that link, and try entering different key words in the resume, special skills and software skills boxes and click search.
- c. You can save your favorite profiles by clicking on the star next to their name in your search results or at the top of the student's profile. To see your list of favorites, log into the site and go to the menu on left side of your dashboard. Click on Students > Saved Student Profiles to see your list.

5. Interview your top candidates

- a. Set up phone, virtual or in-person interviews with top candidates.
- b. If you need some tips on interviewing, check out our webinar "**Pro Tips for Interviewing Candidates**": <https://scitechmn.org/webinar-pro-tips-for-interviewing-candidates/>

6. Make an offer

- a. Any student you wish to hire must be part of the SciTech pool of candidates. You can confirm that the student is registered and approved by logging into your SciTech account. In the menu on the left, click on Students > Search and enter the student's name into the search field at the top of the page. If the student's profile comes up in the search, they are all set. If not, they are either not registered, don't have a current account, or were not approved.
- b. Extend an offer to the student using whatever tools your company has.
- c. The average internship wage (as of fall 2021) is \$18.00. The minimum wage required by SciTech is \$12.50 per hour.
- d. There is no minimum number of hours required, but we do ask that you try to max out the 50% reimbursement of \$2,500. In other words, we'd like you to reach at least \$5,000 in gross wages. At \$18 per hour, that's just under 280 hours. At \$12.50 per hour, that's 400 hours.

7. Report your hire to SciTech!

- a. The only way to reserve a wage reimbursement for your hire is to report it to SciTech.
- b. Use the Report a Hire form. You'll find the Report a Hire button when you're logged into your SciTech employer account on the left side of your screen.

- c. You'll also find a **Report a Hire** button on the public facing side of the SciTech website, just below the big photo on the Employer tab.
- d. We need to know the student's name, start and end dates, hourly rate, hours per week, and if you want the job to be closed.

8. Host your intern

Pro tip: **Here are a few helpful resources for setting up an internship program:**

- a. <https://scitechmn.org/webinar-recap-dei-how-to-create-a-culture-of-belonging/>
- b. <https://scitechmn.org/webinar-successful-onboarding-how-to-ensure-a-good-start-for-a-great-journey/>
- c. <https://scitechmn.org/webinar-how-to-host-a-successful-internship/>
- d. <https://scitechmn.org/making-internships-work/>
- e. <https://scitechmn.org/host-successful-internship/>
- f. <https://www.forbes.com/sites/theyec/2018/07/06/10-strategies-for-successfully-hosting-interns/?sh=21cb8d1c580f>
- g. <https://www.naceweb.org/talent-acquisition/internships/15-best-practices-for-internship-programs/>

9. Provide feedback

- a. We do site visits (virtually during the pandemic) with as many employers and interns as possible during the internship.
- b. We also conduct surveys every August. Please provide feedback to help us improve the program!
- c. It's also a best practice for employers to do an exit interview with interns.

10. Submit your reimbursement claim

When your intern has reached \$5,000 or more in gross wages paid OR the internship has ended, please submit your reimbursement request.

- a. To download the reimbursement form, log into your SciTech employer account. You'll see a PDF on the left side of your screen. You can also find it here: https://scitechmn.org/wp-content/uploads/2021/05/SciTechInternshipReimbursementForm_09.2020.pdf
- b. The following documents are required when submitting a reimbursement claim:
 - i. A payroll summary for the internship period (example: a payroll register or copies of checks showing proof of payment).
 - ii. Timesheets. Timesheets must be kept by the employer regardless of whether the intern is paid on an hourly or salaried basis.
 - iii. A completed employer W9 <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
 - iv. The completed reimbursement form signed by the employer and the intern
- c. Please note: The state will only allow SciTech to reimburse employers for regular and overtime hours worked by the intern. We cannot reimburse you for things like bonuses, expense reimbursements, holiday, PTO, vacation, or sick leave.