



Internship Position Template

Summary

Onboarding is the process of helping new interns adjust to social and performance aspects of their new internships quickly and smoothly. This should always be a priority for HR departments.

Position Requirements

Organization should insert any specific requirements.

Education

Graduation from an accredited high school or successful completion of GED certification. Continued enrollment may be required throughout internship. Proof of enrollment in an accredited college or university must be proved.

Experience

No experience required.

Salary

Internships are 12 weeks long and pay \$XX.00 an hour.

Application Timeline

The deadline for applications for Summer 20XX is (insert). Summer positions are scheduled to begin (insert). The deadline for applications for Fall 20XX is (insert). Fall positions are scheduled to begin (insert).

Application Process

Register and submit a résumé at the Texas Internship Challenge Website:

www.TXInternshipChallenge.com

1. Candidates will be invited in for interviews
2. Decisions will be made by (insert).



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Relay Texas: 800-735-2989 (TTY) and 711 (Voice). texasworkforce.org

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