

Business Registration internships.com

1. Sign up as an employer and provide business information.

The screenshot shows the 'EMPLOYER SIGN UP' page on internships.com. The page header includes the site logo, navigation links for 'Students', 'Employers', and 'Educators', and utility links for 'Post an Internship or Job', 'Search for Candidates', and 'Resources'. The main content area is a registration form with the following fields:

- First Name *
- Last Name *
- Email *
- Company Name *
- Phone Number *
- Street Address
- Location * (City, State or Zip Code)
- Password *
- Confirm Password *

Additional form elements include a checkbox for 'Send me updates on your products and services.' and a 'Register Now' button. A sidebar on the right offers a 'Login' link and links for 'Students sign up here' and 'Educators sign up here'.


2. Select internships.

[Home](#) [Post an Internship or Job](#) [Search for Candidates](#) [My Posts](#) [Resources](#) [My Account](#)


YOUR DASHBOARD

You currently have no active internships or jobs.

What kind of position do you want to post?



INTERNSHIP



ENTRY LEVEL

3. Confirm company information.

[Home](#) [Post an Internship or Job](#) [Search for Candidates](#) [My Posts](#) [Resources](#) [My Account](#)

COMPANY INFORMATION

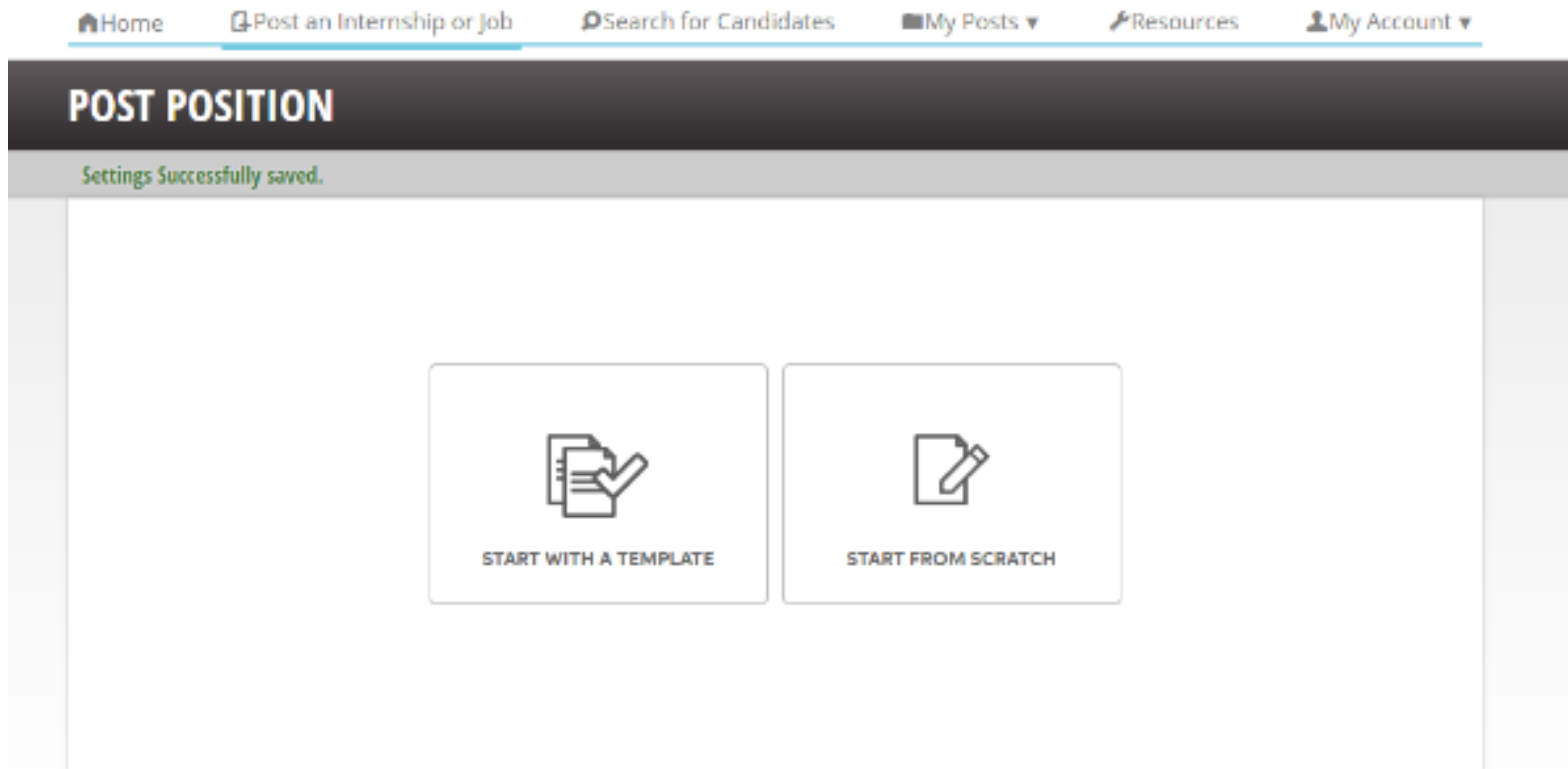
Before you post, please verify and complete your company information. This information will be used in all of your postings and will help you find the best candidates for your internships.

Edit Company Information Save Settings

Company Name *	Company Size *	Sector *
<input type="text"/>	-- Select --	-- Select --
Street Address *	Location *	
<input type="text"/>	City, State or Zip Code	
Primary Industry *	Secondary Industry	
-- Select --	-- Select --	

Save Settings

4. Pick between posting a position from a template or from scratch.



5. If working with template, select position type and desired skills.

The screenshot shows a web interface for posting a position. At the top, there is a navigation bar with links for Home, Post an Internship or Job, Search for Candidates, My Posts, Resources, and My Account. Below this is a dark header with the text 'POST POSITION'. The main content area is titled 'START WITH A TEMPLATE' and features a search bar containing 'Human Resources Intern'. Below the search bar, the title 'Human Resources Intern' is displayed. Underneath, there are three sections: 'REQUIRED SKILLS', 'REQUIREMENTS', and 'RESPONSIBILITIES'. The 'REQUIRED SKILLS' section contains a grid of 12 skill categories, each with a green checkmark icon. The 'REQUIREMENTS' section lists three bullet points. The 'RESPONSIBILITIES' section lists five bullet points. At the bottom of the content area, there is a blue button labeled 'IMPORT THIS SAMPLE'.

Home Post an Internship or Job Search for Candidates My Posts Resources My Account

POST POSITION

START WITH A TEMPLATE

Human Resources Intern

REQUIRED SKILLS

- EMPLOYEE BENEFITS
- EMPLOYEE RELATIONS
- HR POLICIES
- HUMAN RESOURCES
- INTERVIEW SCHEDULING
- INTERVIEWS
- LABOR RELATIONS
- MICROSOFT EXCEL
- MICROSOFT OFFICE
- NEW HIRE ORIENTATIONS
- ONBOARDING
- RECRUITING
- TALENT ACQUISITION

REQUIREMENTS

- Working towards a Bachelor's degree in Human Resources or related field
- Possess and exhibit a strong and genuine interest in working with people and the ability to interact at all levels of the organization
- Ability to handle confidential and sensitive information
- Detail-oriented with excellent written and verbal communication skills

RESPONSIBILITIES

- Assist the HR team with posting positions, sourcing resumes, scheduling interviews, and conducting initial phone screenings.
- Participate in college recruiting events to represent the company and identify potential candidates
- Provide administrative support to HR managers, including, calendar management, organizing travel and events, completing expense reports, and submitting service requests
- Answer phones, distribute mail, print/copy documents, order supplies, and set up meetings including conference lines/ video conferences.
- Demonstrate discretion, integrity, fair-mindedness, and a persuasive, congenial personality

IMPORT THIS SAMPLE

6. Provide posting title, posting category, requirements, responsibilities, location, paid or unpaid and full or part-time.

Home Post an Internship or Job Search for Candidates My Posts Resources My Account

POST POSITION

Need help posting your internship or job?
[Email our Customer Care Team.](#)

Complete this simple form to create your internship or job posting

Posting Title *
Business Development / Sales Intern

Category *
What kind of posting is this?
Business

Description *
Include an overview of your company and the position (i.e. what, where, when, why, etc.)

3000 characters remaining.

Requirements
Include only "must haves" here (e.g. coursework, experience, technology, certifications, degrees, designations)

- Ability to work in a fast-paced environment and collaborate effectively as a team member
- Ability to communicate at all levels with internal/external clients by phone, email and face to face
- Proficiency in Microsoft Office (e.g. Word, Excel, and Power Point)
- A positive attitude with good organizational, presentation and writing skills
- Pursuing a Bachelors Degree or equivalent education

2596 characters remaining.

Responsibilities
Include more detailed information on the day-to-day tasks this role will be expected to complete.

- Provide research on potential and existing clients and the competitive landscape
- Managing and following up on digital marketing campaigns
- Assist in identifying potential business opportunities
- Monitor news and developments relating to, or impacting, key clients/prospects
- Prepare periodic reports on screening, tracking, and monitoring clients and prospects

2628 characters remaining.

Position Location*

Street Address Virtual (may work remotely)

City, State

Additional Information

Type *
 Internship
 Job

Hours *
 Full-Time
 Part-Time

Compensation *
 Paid
 Unpaid

Number of positions available? *
1

Candidate Start Date Duration Months

[CONTINUE](#)
Save as a draft

7. Select skills required for posting and add skills manually.

Home Post an Internship or Job Search for Candidates My Posts Resources My Account

POST POSITION

Specify skills required for the job

ABILITIES/ACTIVITIES/ROLES	TOPICS	TOOLS
<input checked="" type="checkbox"/> MARKETING	<input checked="" type="checkbox"/> CUSTOMER SERVICE	<input checked="" type="checkbox"/> MICROSOFT OFFICE
<input checked="" type="checkbox"/> SALES	<input checked="" type="checkbox"/> BUDGETS	<input checked="" type="checkbox"/> MICROSOFT EXCEL
<input checked="" type="checkbox"/> BUSINESS DEVELOPMENT	<input checked="" type="checkbox"/> INTERNATIONAL	+ MICROSOFT WORD
<input checked="" type="checkbox"/> LEADERSHIP	<input checked="" type="checkbox"/> NEW BUSINESS	+ MICROSOFT POWERPOINT
<input checked="" type="checkbox"/> MANAGEMENT	+ MARKETING STRATEGY	+ CRM
<input checked="" type="checkbox"/> SOCIAL MEDIA	+ SALES PROCESS	
<input checked="" type="checkbox"/> NEGOTIATION	+ CUSTOMER SATISFACTION	
<input checked="" type="checkbox"/> TRACKING	+ INTERNATIONAL BUSINESS	
<input checked="" type="checkbox"/> COMMUNICATION	+ BUSINESS ADMINISTRATION	
<input checked="" type="checkbox"/> LEVELING	+ FINANCE	

[SEE MORE](#) [SEE MORE](#)

Add Skills Manually

Type and select more skills

Specify skills candidates will gain on the job (Optional)

Type and select more skills

19 required skills are selected


CONTINUE

8. Review information before posting position.

PREVIEW POSTING

[Back to edit](#) [Save as a draft](#) [PUBLISH NOW](#)

BUSINESS DEVELOPMENT / SALES INTERN ☆ ↑



Example
Remote
[VIEW ON THE MAP](#)
PART TIME UNPAID
Posted: 7/31/18
Deadline: --
Timeframe: 7/31/2018 - TBD

MATCH SCORE

Student will see how well their experience and background match with this position

JOB HIGHLIGHTS

JOB LEVEL: Internship	LOCATION: Riverside, CA
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SKILLS YOU HAVE

[Want to check out how many skills you already have?](#)

SKILLS YOU NEED

SKILLS YOU WILL GAIN

DESCRIPTION

Sales internship

RESPONSIBILITIES

- Provide research on potential and existing clients and the competitive landscape
- Managing and following up on digital marketing campaigns
- Assist in identifying potential business opportunities
- Monitor news and developments relating to, or impacting, key clients/prospects
- Prepare periodic reports on screening, tracking, and monitoring clients and prospects

REQUIREMENTS

- Ability to work in a fast-paced environment and collaborate effectively as a team member
- Ability to communicate at all levels with internal/external clients by phone, email and face to face
- Proficiency in Microsoft Office (e.g. Word, Excel, and Power Point)
- A positive attitude with good organizational, presentation and writing skills
- Pursuing a Bachelors Degree or equivalent education

9. Provide posting title, posting category, requirements, responsibilities, location, paid or unpaid and full or part-time.

Home | Post an Internship or Job | Search for Candidates | My Posts | Resources | My Account

POST POSITION

Need help posting your internship or job?
[Email our Customer Care Team.](#)

Complete this simple form to create your internship or job posting

Posting Title *

Category *

What kind of posting is this?
-- Select Category --

Description *

Include an overview of your company and the position (i.e. what, where, when, why, etc.)

3000 characters remaining

Requirements

Include any "must haves" here (e.g. coursework, experience, technology, certifications, degrees, designations)

3000 characters remaining

Responsibilities

Include more detailed information on the day-to-day tasks this role will be expected to complete.

3000 characters remaining

Position Location*

Street Address Virtual (may work remotely)

City, State

Additional Information

Type *

Internship Job

Hours *

Full-Time Part-Time

Compensation *

Paid Unpaid

Number of positions available? *

1

Candidate Start Date

Duration Months

CONTINUE
Save as a draft

10. Select skills required for posting and add skills manually.

The screenshot shows a web interface for posting a position. At the top, there is a navigation bar with links for Home, Post an Internship or Job, Search for Candidates, My Posts, Resources, and My Account. Below this is a dark header with the text 'POST POSITION'. The main content area is titled 'Specify skills required for the job'. It is divided into three columns: 'ABILITIES/ACTIVITIES/ROLES', 'TOPICS', and 'TOOLS'. Each column contains a list of skill categories, some of which are selected with a green checkmark. Below the columns are two search boxes for manually adding skills, one for 'Add Skills Manually' and one for 'Specify skills candidates will gain on the job'. At the bottom, a message states '13 required skills are selected' and there is a 'CONTINUE' button with a 'Save as a draft' link below it.

Home Post an Internship or Job Search for Candidates My Posts Resources My Account

POST POSITION

Specify skills required for the job

ABILITIES/ACTIVITIES/ROLES	TOPICS	TOOLS
<input checked="" type="checkbox"/> ACCOUNTING	<input checked="" type="checkbox"/> FINANCE	<input checked="" type="checkbox"/> QUICKBOOKS
<input checked="" type="checkbox"/> FINANCIAL ACCOUNTING	<input checked="" type="checkbox"/> CUSTOMER SERVICE	<input checked="" type="checkbox"/> MICROSOFT OFFICE
<input checked="" type="checkbox"/> AUDITING	+ FINANCIALS	<input checked="" type="checkbox"/> MICROSOFT EXCEL
<input checked="" type="checkbox"/> ACCOUNTS RECEIVABLE	+ ACCOUNTING AND FINANCE	<input checked="" type="checkbox"/> MICROSOFT WORD
<input checked="" type="checkbox"/> ACCOUNTS PAYABLE	+ INVESTMENTS	+ INTERMEDIATE
<input checked="" type="checkbox"/> FINANCIAL REPORTING	+ STATEMENTS	+ ACCOUNTING SOFTWARE
<input checked="" type="checkbox"/> JOURNAL ENTRIES	+ BUSINESS ADMINISTRATION	
+ SALES	+ MATHEMATICS	
+ BANKING	+ ECONOMICS	
+ TRANSACTIONAL	+ INTERNATIONAL	

SEE MORE SEE MORE

Add Skills Manually

Type and select more skills

Specify skills candidates will gain on the job (Optional)

Type and select more skills

13 required skills are selected

CONTINUE

Save as a draft

11. Review information before posting position.

Home Post an Internship or Job Search for Candidates My Posts Resources My Account

POST POSITION

PREVIEW POSTING

Back to edit Save as a draft PUBLISH NOW

ACCOUNTANT

Your Company Logo

Example
Remote
VIEW ON THE MAP
PART TIME UNPAID
Posted: 8/6/18
Deadline: --
Timeframe: 8/6/2018 - 11/21/2018

MATCH SCORE
Student will see how well their experience and background match with this position

JOB HIGHLIGHTS

JOB LEVEL: Internship LOCATION: Riverside, CA

SKILLS YOU HAVE SKILLS YOU NEED

Want to check out how many skills you already have?

SKILLS YOU WILL GAIN

DESCRIPTION

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RESPONSIBILITIES

REQUIREMENTS