

Let's go digital!

Traineeship Submissions Procedures

Employer

Career Service review of traineeship documentation



DOCUMENT SIGNING

Employers will receive Trainee Program outline. In the event that a hiring agreement is not in place, they will be asked to sign one. All documentation will be signed by both parties via Docusign.



TRAINEESHIP END

FINAL EVALUATION

On the last day of the traineeship, employers will be asked to complete an evaluation form on their experience with student.

1

2

3

4

Employers submit traineeship requests for online posting

DATA SUBMISSION APPROVAL

Employers will be asked to review and approve all data submitted online.

PROPOSAL APPROVAL

Student receives acceptance via email of traineeship as submitted by Company.



TRAINEESHIP START

Once employers receive a copy of signed documents, the traineeship can begin.

