UTD|EXP On-Campus Internship Program Employer Instructions

Step 1:

For Open Recruiting - Create an account in Handshake or login to an existing account ([https://career.utdallas.edu/employers/postjobs/](https://career.utdallas.edu/employers/postjobs/))

For Direct Hire – Start with Step 3

Step 2:

Post EXP Internship on Handshake using the *Internship Listing Requirements Template*. Instructions on how to post an internship to Handshake provided below.


**Must use following labels:**

- **Job type:** Experiential Learning
- **Job Title:** UTD|EXP Intern - Position Title

Step 3:

Wait for approval or next steps from the UCC Experiential Programs Team.

If Direct Hire, you must provide the completed *Internship Listing Requirements Template* to the UCC Experiential Programs Team for approval instead of posting to Handshake.

Step 4:

Once approved, you may begin the applicant review and selection process.

Step 5:

Once a student(s) is selected (either through recruiting or direct hire) contact the UCC Experiential Programs Team with the name and UTD email address of the selected student(s) as well as the Handshake job posting number or hiring department name, if applicable.

Step 6:

The employer and selected student(s) will be sent document(s) to sign. Both the employer and selected student(s) must complete & sign the *Internship Agreement Form*. The selected student(s) must also complete the *Personal Data Form* and return form to the UCC Experiential Programs Team. This form will be emailed to the student(s) directly. Return both forms to the UCC Experiential Programs Team.

Step 7:

Once the *Internship Agreement Form* and *Personal Data Form* have been received, the employer will receive instructions for filling out the *UTD|EXP On-Campus Intern* eForm (Hiring Proposal). The job code and classification for the UTD|EXP On-Campus Intern program is *(S00926).*
Step 8:
Hiring Department completes the UTD|EXP eForm.

*Important Note*: When completing the UTD|EXP eForm, we must have accurate start and end dates, number of hours per week, and pay per hour. Based on the information provided, a pay schedule will be generated for the EXP Intern to receive a monthly stipend. Please allow at least 7-10 business days (from the time you are completing the UTD|EXP eForm) for international student hires to allow for CPT processing times.

(https://isso.utdallas.edu/employment-and-internships/is-employment/cpt/)

*International students are not allowed to start working before they have received their CPT work authorization*

Step 9:

Payroll will create the ePAR on behalf of the hiring department and sends through approval channels.

Step 10:

Once ePAR is approved by all parties, students may begin their assignments on the selected Start Date.

Step 11:

If the selected student(s) is applying for internship credit or transcript notation, the employer must send the student a copy of the completed UTD|EXP eForm. The student will be required to upload a copy of the completed UTD|EXP eForm and the sign Internship Agreement form in order to process their internship for academic credit or transcript notation. All students must meet internship eligibility requirements set by the UCC and their academic department.