

INTERNSHIP MEDIA KIT

Your Guide To Sharing Internships at the organization!

Presented By:

Human Resources

Est. 2025

INTERNSHIP PROGRAM



PURPOSE OF THIS MEDIA KIT

This Media Kit was created to support the promotion of the Internship Program across our our network. This resource is designed to make it easy to share program information with students and campus partners.

Please feel free to customize and distribute these materials through email, newsletters, social media, or campus events.

FIND OUT MORE

MEDIA KIT CONTENTS

Graphics

- Social media post (LinkedIn + Instagram formats)
- Email banner
- Flyer for campus distribution

Sample Messaging

- Email Blurb
- Social Media Caption

Application Link

- Direct link to the application portal

QR Code

- QR code for easy sharing on flyers and presentations



Fall Internship Timeline

September

Application Opens

Fall Internship Applications Open

Ongoing

Interview & Selection Process

Interviews and candidate selection will take place on a rolling basis until the application deadline.

October

Application Closes

Fall Internship Application closes October 1st

October 12th

Internship Program Begins

The the organization Internship Program will run from October 12th - December 18th

November

Internship Midway Review

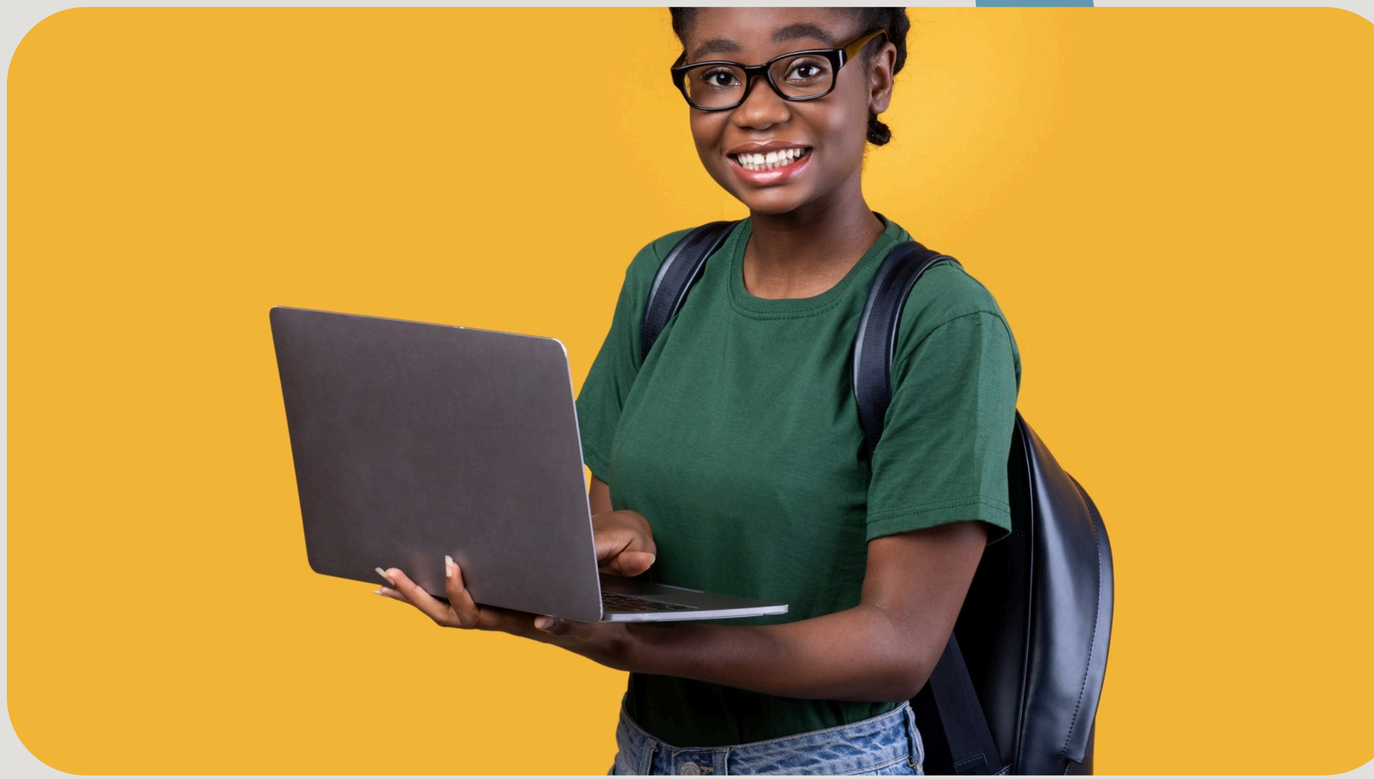
Managers conduct check-ins to assess progress and provide feedback.

December 18

Internship Program Ends

Interns complete final presentations and wrap up their experience.

LINK TO INTERNSHIP OPPORTUNITIES



REFERRALS: OPTIONS FOR SHARING INTERN JOB POSTINGS OR REFERRING A FRIEND

Referring a friend

Log in to **ADP.**
Click on **Myself** tab.
Scroll down the menu and click on **Talent.**
Click on **Career Center.**
Under **My Referrals**
Select **Refer a friend**
*Team members are encouraged to tell anyone they refer for job opportunities to add their name to the application.



Share Intern Job Posting

Log in to **ADP.**
Click on **Myself** tab.
Scroll down the menu and click on **Talent.**
Click on **Career Center.**
Select **Share With Friend**