



TheDream.US Internship Funding Program: Guide for Host Organizations: Posting an Approved Internship

Use this Guide to post an internship project and save as a draft! Once in draft mode, Parker Dewey and TheDream.US Partner College will review to see if it meets program requirements. If approved, your posting will go live and you can then select a TheDream.US student to complete your project! **Note that funding is not guaranteed and will be based on funding availability and the quality of your internship project.**

STEP 1: CREATE A COMPANY ACCOUNT ON PARKER DEWEY

Create a FREE company account by visiting the URL provided to you by TheDream.US Partner College who referred you to this program (the URL should be the following with the college's name or acronym at the very end: <https://info.parkerdewey.com/thedreamus/program/collegenameoracronym>). Next, scroll to the “**Micro-Internship Templates**” section and click on the project template that works best for your organization. Once on the **Sign In to Parker Dewey** page, click on **No account? Sign Up** button at the bottom of the page. Fill out the requested information and click the **Create My Account** button at the bottom. Remember your email and password for future reference!

If you already have a company account with Parker Dewey, simply sign in with your credentials.

A screenshot of the "Sign In to Parker Dewey" login page. The page has a white background with a teal header. Below the header, there is a sub-header "Sign In to Parker Dewey" and a smaller sub-header "Post projects or work on Micro-Internships." There are two input fields: "Email" and "Password". Below these fields is a teal "SIGN IN" button. Underneath the button is the word "or" and a button with the LinkedIn logo and the text "Sign in with LinkedIn". At the bottom of the form, there are two links: "Forgot password? [Reset It](#)" and "No account? [Sign Up](#)".

STEP 2: COMPLETE YOUR COMPANY PROFILE

Create your company's profile by filling in fields about you and your company. **IMPORTANT: In the **About You** section, type **the college's name** (ex. Nevada State College) into the **University** field and click the **+Add** button. **Only type in 1 college name. Leave the Affiliations field blank.** This will ensure that your postings will only be viewable to students attending TheDream.US Partner College you list.**

In the **About Your Company** section, include your company name, logo, brief company description, and website. Then click the **Save** button.



About You

First Name
.

Last Name
.

Email
.

University
Micro-Internships can also be a great way to support your alma mater.

+ ADD

Nevada State College X

Affiliations
Please identify all associations with which you are involved. Start typing in the box below to see the full list, or [click here](#).

+ ADD

← ← ← **IMPORTANT:**
Type the college's name into the University field and click the +Add button. A box listing the college's name should appear under the field.

← ← ← **IMPORTANT:**
Leave the Affiliations field blank.

About Your Company

Company Name
|

Logo
94% of companies with logos saw improvement in their applicants

Drag files here or click to browse.
Only *.jpg and *.png files will be accepted.

Company Description

Website
(Optional)

http://www.your-website-url.com

LinkedIn
(Optional)

https://www.linkedin.com/company/company-linkedin-id

Twitter
(Optional)

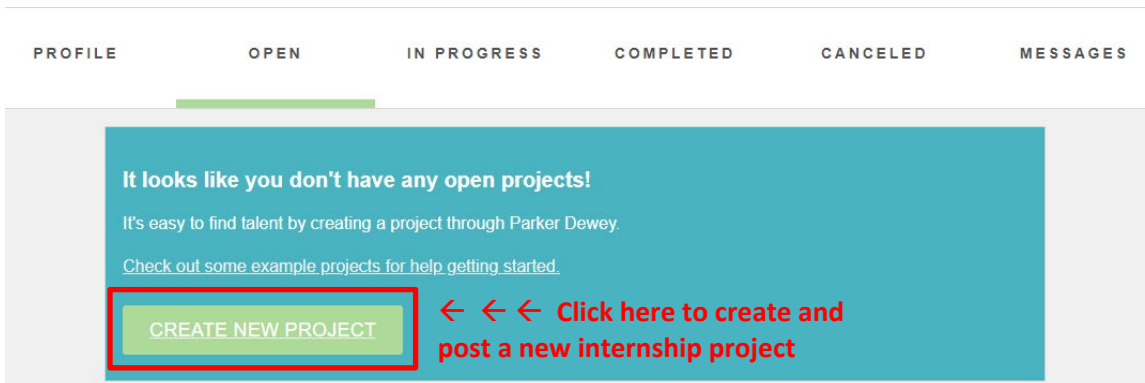
https://www.twitter.com/twitter-handle



SAVE

STEP 3: POST AN INTERNSHIP PROJECT AND SAVE AS DRAFT

Creating and posting an internship opportunity on Parker Dewey is easy! From your horizontal dashboard, click **Open** at the top and then the **Create New Project** button.



Next, provide the details of your internship project:

- **Project Name:** This is similar to a job title and, so long as you have TheDream.US as an affiliation, will be visible only to TheDream.US students. **Your project name should always include the college name (do not abbreviate but spell in full) after the project title, listed in this format: Project Name – College Name. Example: Social Media Intern – Nevada State College.**
- **Department:** This is the department that is hosting the project (ex. IT, HR, Marketing, etc.)
- **Project Description:** This should include an outline of the scope of work. The more details, the better so interested applicants understand your expectations.
- **Estimated Hours:** This is how long you think the project will take and can help applicants understand your expectations.
 - **Your internship hours must be between 40 – 200 hours.**
 - Please note that if you are planning a project that will take multiple weeks, this should be the TOTAL number of hours the project will take (ex. 10 hours/week x 8 weeks = 80 Estimated Hours)
- **Cost:** The cost should equate to \$20 per estimated hour. Parker Dewey will pay this amount to the student at the completion of the project. TheDream.US will provide the funds for the payment.
 - All projects on Parker Dewey are paid as a fixed fee and are structured as independent contract work. This means that if a project is estimated to take 40 hours to complete, the cost (i.e. payment to student) for the project will be \$800 (40 hours x \$20/hour). If the selected applicant takes fewer or more than 40 hours to complete, they will still receive \$800.
 - Parker Dewey handles all payroll, legal and other administration of the project.
 - NOTE: There is a 10% Parker Dewey administrative fee that Parker Dewey will add into the total cost once posting is approved. Example: For a 40-hour project, the total cost with the administrative fee will show \$888.89. Only the organization will see the 10% added into the total cost; the student view will show the \$800 payment.)
- **Start/End Date:** Add a start and end date. Depending on total estimated hours, internship experiences should last in general from one month to several months. If you have hard deadlines, be sure to include in your project description.
- **Schools:** **Leave this field blank. (If a School is added, the opportunity will be visible to all students at the school.)**
- **Affiliations:** **Type “TheDream.US” into the Affiliations field and click the +Add button. A box listing “TheDream.US should appear under the field.** This will ensure that only students affiliated with TheDream.US will be able to view and apply to your opportunities.
- **Micro-Interns:** **Select “Current Students” as these opportunities are available only to current students (not alumni). Unless pre-approved by TheDream.US Partner College, list that 1 intern is needed.**

Add Project

ABOUT


Project Name


Department

Project Description
 Sans Serif • **B** *I* U ☰

Estimated Hours
This will help the Career Launcher understand the scope

Cost
This is the fixed fee you will pay upon completion

Project Start Date 

End Date 

← ← ← **IMPORTANT:**
 Project Name should include college name in title, listed in this format:
 Project Name – College Name

Example: Social Media Intern – Nevada State College

LIMIT TO SPECIFIC SCHOOLS AND / OR AFFILIATIONS

Limiting your projects to specific schools and / or affiliations will cause your project to **only be visible to Career Launchers with those schools or affiliations** listed on their profiles. This can be changed at any time so the project becomes visible to all Parker Dewey Career Launchers.

Please note: You will always see a student's school and affiliation when evaluating applicants' profiles, and you can use that information to select a candidate. This feature is for Micro-Internships linked to specific schools or programs to ensure that only eligible students / recent grads apply.

Schools
 + ADD

Affiliations
Affiliations are community or mission-driven organizations that have partnered with Parker Dewey to support their students, alumni, or participants. It also includes Student-Athlete and Honors Student. To review our list of affiliations, [click here](#)

+ ADD

TheDream.US X

← ← ← **IMPORTANT:**
 Leave School field blank.

← ← ← **IMPORTANT:**
 Type "TheDream.US" into the Affiliations field and click the +Add button. A box listing "TheDream.US" should appear under the field.

LOCATION

City

State ▼

Remote On-Site

DESIRED SKILLS

Enter a skill
(Optional)

+ ADD



MICRO-INTERNS

How many micro-interns do you need on this project? Cost is per micro-intern

1

No Preference

Current Students

Recent Graduates

...

SAVE

← ← ← **IMPORTANT:**
Select “Current Students” as these opportunities are available only to current students (not alumni).

Unless pre-approved by your Partner College, list that 1 intern is needed.

After you click the **Save** button, the next step will be to add any additional application questions. Adding additional questions is optional and we encourage organizations to keep the application questions short and simple. **However, organizations MUST add the below question as Question 2 (if not already included as a template question):**

Question 2: What is your TheDream.US APP ID? (Your ID is 7 digits long and can be found on the ISTS Portal.)

Add Project

Question 1
This question is required from the candidates

Why do you think we should select you for this opportunity?

Question 2
What is your TheDream.US APP ID? (Your ID is 7 digits long and can be found on the ISTS Portal.)

Question 3

+ ADD QUESTION

← ← ← **IMPORTANT:**
Ensure Question #2 (“What is your TheDream.US APP ID?”) is listed in full as pictured. If not already included, please manually add it.

STEP 4: SAVE AS DRAFT

After adding Question 2, **click on the Save as Draft button**. Your project will then be reviewed by Parker Dewey and TheDream.US Partner College to ensure all information is correct and meets program eligibility criteria. Your project will be reviewed within 5 business days of saving as a draft. **Note that approval is not guaranteed and will be based on funding availability and the quality of your internship project.** If your project is approved, your posting will automatically go live and become viewable to TheDream.US students at TheDream.US Partner College. As students apply to your internship project, you will receive an automated email from Parker Dewey informing you that students have applied and to review applicants on your Parker Dewey dashboard.

If your posting is not approved, it did not follow program guidelines and/or all funding has been spent.

Add Project

Question 1
This question is required from the candidates

Why do you think we should select you for this opportunity?

Question 2

What is your TheDream US APP ID? (Your ID is 7 digits long and can be found on the ISTS Portal.)

Question 3

+ ADD QUESTION

SAVE AS DRAFT POST NOW

Save as a draft. (DO NOT select Post Now.) After saving as a draft, Parker Dewey and TheDream.US Partner College will review your project to ensure all information is correct and meets program eligibility criteria.

← ← ← **IMPORTANT**

STEP 5: VIEW AND APPROVE A CANDIDATE

Once candidates apply after your posting has been approved, you can view candidates and select the candidate for your project. **REMEMBER – you must select a candidate who is affiliated with TheDream.US (you can view affiliations on the applicant’s profile).** To view screenshots and instructions regarding this step, visit <https://info.parkerdewey.com/how-to-view-and-approve-a-candidate>. You can also review this resource on [Selecting an Applicant on the Parker Dewey Platform](#).

Note that you will also receive automated emails from Parker Dewey when a student applies to your internship project; the email will prompt you to log in and review applicants on your Parker Dewey dashboard.

STEP 6: CLOSE OUT PROJECT ONCE COMPLETE

Once your intern finishes the project, you must mark the project as completed through your dashboard so that the intern receives payment. **Click the Complete Project button to notify Parker Dewey that the project is finished so the intern can receive payment.** Once you click the **Complete Project** button, you will be prompted and required to provide feedback about the intern. To view screenshots and instructions regarding this step, visit <https://info.parkerdewey.com/how-to-close-out-your-project>.