

Post-Kickoff Best Practices for Company Success

Immediately After Kickoff:

- **Determine how the student should communicate with you** - through which channels and how often.
- **Confirm all important deadlines:**
 - When should the project be completed?
 - [OPTIONAL] Check in with the student at some point to make sure everything is on track.
- **Make sure the student knows exactly what is expected of them** in order to complete the project.
- **Send student all relevant resources and materials** that would be needed to successfully complete the project. Examples include IT access, introductions to other POC's, relevant sources for research/data, etc.

Payment Procedures:

- **Parker Dewey handles paying the students so you do not have to** - this includes handling all of the required documents.
- **Parker Dewey will invoice you** for the project amount shortly after you approve a student through the [Parker Dewey website](#).
- **Please submit payment immediately after kickoff** - your payment will be held in escrow until you confirm the project is complete.
- **When you confirm the project is finished**, Parker Dewey will add the student to the current month's payroll.
- **Parker Dewey processes payroll on the last day of each month** - students should expect to receive payment shortly thereafter depending on their payment preference (direct deposit or physical check).

Questions?

- **If anything comes up during the project**, do not hesitate to reach out to support@parkerdewey.com. This may include a change in the scope of work, unexpected change in your or the student's availability, etc.
- **Parker Dewey guarantees you will have a great experience.** If you do not, we will work with you and the student to determine an outcome that's good for everyone.

Once the Project is Finished:

- Mark the project as complete through your Parker Dewey dashboard.
 - Navigate to the **IN PROGRESS** tab.
 - Click **DETAILS** on the project.
 - Then **COMPLETE PROJECT** at the bottom. This will confirm the project is finished.

The screenshot shows a project page for 'UI Design | Chicago, IL'. The project is currently in progress, with 20 hours and \$400.00 allocated. The project description states: 'We are a small educational software company and need a creative person to update our software's user interface. We have a pretty exciting roadmap and development team in place but need to make our new features super intuitive, attractive, and engaging to use.' The project description also lists three tasks: 1. Learn how our product currently works, 2. Work with us to define what it will look like in the future, and 3. Apply your awesomeness to design the new look and feel. The project is currently in progress, with a 'Remote' status. The project description also includes a 'QUESTIONS' section with two questions: 'Why do you think you would be a good fit for this position?' and 'Do you have any examples of previous work? (stuff from school is fine) If so, please link.' The project is currently in progress, with a 'Remote' status. The project description also includes a 'QUESTIONS' section with two questions: 'Why do you think you would be a good fit for this position?' and 'Do you have any examples of previous work? (stuff from school is fine) If so, please link.'

UI Design | Chicago, IL 20 hrs \$ 400.00
OF APPLICANTS: 8 DEPARTMENT: CEOs Office
START DATE: 09/16/2020 Remote HIDE DETAILS

PROJECT DESCRIPTION
We are a small educational software company and need a creative person to update our software's user interface. We have a pretty exciting roadmap and development team in place but need to make our new features super intuitive, attractive, and engaging to use.

In this project you'll:
1. Learn how our product currently works
2. Work with us to define what it will look like in the future
3. Apply your awesomeness to design the new look and feel

QUESTIONS
Why do you think you would be a good fit for this position?
Do you have any examples of previous work? (stuff from school is fine) If so, please link.

VIEW APPLICANTS >
COMPLETE PROJECT
CANCEL PROJECT
PAUSE NEW APPLICATIONS

- Provide feedback on the student's work using the feedback form! **This feedback is really valuable to the student** so that he/she can better understand strengths and opportunities for improvement.

The screenshot shows a student's profile page for a student at Dartmouth College. The student is currently hired. The student's major is Sociology. The student's location is Chicago, IL. The student's international status is No. The student's availability is On the web. The student's documents include a Resume. The student's hobbies and skills are not listed. The student's education is Dartmouth College, 2020 - Present - GPA: N/A. The student's experience is Commercial Banking Intern, 2020 - 2020. The student's profile also includes a 'WHY DO YOU THINK YOU WOULD BE A GOOD FIT FOR THIS POSITION?' section with a response: 'I believe I will be a good fit for this position due to my extensive experience in financial research that has been utilized by global banks. I have extensive usage of Microsoft Excel, spreadsheets, and pride myself on my organizational skills. In my past internship, I spent countless hours researching, analyzing, and presenting data that covered industry analysis, company analysis, management team analysis, historical financial performances, and future analyses such as projections and thoughts on loan structures. I have worked with the sponsor fund lending team at BMO Harris Bank, and did extensive research solely focused on private equity fund managers, funds, and the ability and desire of the bank to continue funding firms and/or fund new firms.' The student's profile also includes a 'DOES YOUR SCHEDULE ALLOW YOU TO EXECUTE THIS MICRO-INTERNSHIP BY THE DUE DATE, IF NOT SOONER?' section with a response: 'My schedule does allow for me to execute this Micro-Internship by the due date, and most likely sooner, in a organized, efficient, and thorough manner.'

[Profile Picture] | Dartmouth College
MAJORS: Sociology BACHELORS Hired HIDE DETAILS

WHY DO YOU THINK YOU WOULD BE A GOOD FIT FOR THIS POSITION?
I believe I will be a good fit for this position due to my extensive experience in financial research that has been utilized by global banks. I have extensive usage of Microsoft Excel, spreadsheets, and pride myself on my organizational skills. In my past internship, I spent countless hours researching, analyzing, and presenting data that covered industry analysis, company analysis, management team analysis, historical financial performances, and future analyses such as projections and thoughts on loan structures. I have worked with the sponsor fund lending team at BMO Harris Bank, and did extensive research solely focused on private equity fund managers, funds, and the ability and desire of the bank to continue funding firms and/or fund new firms.

DOES YOUR SCHEDULE ALLOW YOU TO EXECUTE THIS MICRO-INTERNSHIP BY THE DUE DATE, IF NOT SOONER?
My schedule does allow for me to execute this Micro-Internship by the due date, and most likely sooner, in a organized, efficient, and thorough manner.

EDUCATION
Dartmouth College 2020 - Present - GPA: N/A
Majored in Sociology

EXPERIENCE
Commercial Banking Intern 2020 - 2020

LEAVE FEEDBACK