

# Employer Guide

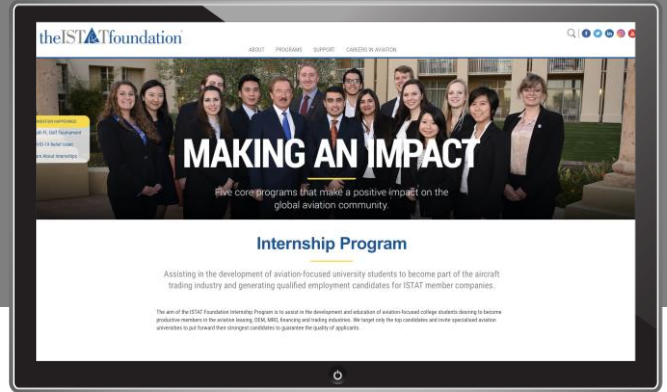
## How to Promote and Manage your Company's Internship Position with the ISTAT Foundation via Submittable

Questions? Please contact the ISTAT Foundation  
Headquarters team at [istatinternships@istat.org](mailto:istatinternships@istat.org).



This document outlines the main functions of the ISTAT Foundation Internship program's **Submittable Account**, which facilitates the submission, management, and promotion of your **company's internship positions**

> <https://foundation.istat.org/Programs/Internships>



## Submitting a request to post an internship position

- 1 Visit <https://foundation.istat.org/Programs/Internships> on the ISTAT Foundation Internship Program Webpage
- 2 Click the **"Post a Position"** button
- 3 Register by clicking the **"Create Your Account"** button
- 4 Enter the **requested details**
- 5 Proceed to the next page and select **"Continue"** without ticking the boxes
- 6 Fill out the **Request Form** and select **"Apply"** to submit
- 7 Once the Request Form has been submitted, you will receive a **confirmation email** from Submittable

POST INTERNSHIP POSITION

Create Your Account

Turn to the next page for **Managing your internship position via your Submittable account**





## Managing your internship position via your Submittable account

1 Within **three business days** of submitting the Request Form, the following will take place:



The Internship Posting will be live on the [ISTAT Foundation Internship Portal](#), and students will be able to begin applying for the position



**You will receive an email from Submittable with the subject: ISTAT Foundation Applications Manager - Team Account**

This confirms that you have been added as a “Reviewer” of your position, enabling you to review the applications received, interact with the applicants, and select your final candidate

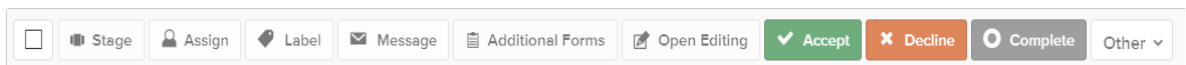
2 An email from Submittable to **notify you of every applicant** for your position



3 Log in to your Submittable account to **view your dashboard**



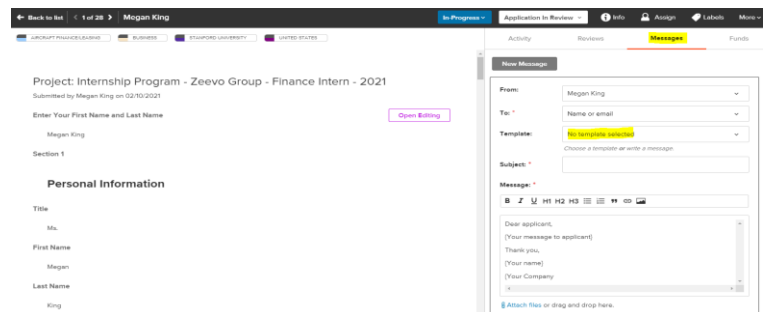
- A. Applicants will appear directly on your dashboard
- B. You can sort the applicants by area(s) of interest, country, and university
- C. Did you post more than one position? All applicants will appear on your dashboard. To determine which position the applicant applied for, view the “Project” column
- D. Click on the name of each applicant to review the application
- E. Disregard the following buttons: Stage, Assign, Label, Additional Forms, Open Edition, Complete and Other



4 Upon clicking the applicant's name and entering the application, these are the **options for consideration**:



- A. Applicants that do not qualify:
  - a) No action required
- B. Applicants you are interested in:
  - a) Contact them via phone/email
  - b) Message applicants via Submittable



Turn to the next page for **Steps following the applicant selection and acceptance the company's offer**



## Following the next steps after the candidate's selection and acceptance of internship

- 1 In the selected candidate's application, change the status from "In-Progress" to "Accepted" and the stage from "Application in Review" to "Selected Candidate"



- 2 After you select "Accepted," you will be prompted to send a message to your candidate. You can either:



- A. Send a custom message to your candidate
- B. Disregard this by selecting "Accept without emailing Submitter" in the Response Template field. Proceed to select "Accept and Do Not Send Response(s)"

- 3 After you select "Selected Candidate," proceed to "Complete Review" under the Reviews column on the right-hand side



**NOTE: This form must be completed by the employer in order for the intern to apply for the stipend from the ISTAT Foundation**

- 4 No further action is required beyond the completion of the above form



The ISTAT Foundation headquarters team will directly follow up with the intern to complete the application for an internship stipend.



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