

INTERNSHIP APPLICATION PROCESS

APPLY:

You will see the link below that will lead you to our application. This is step one, and the answers you provide us will enable us to gauge how we can best serve you if you are on staff with us. Applications are due **MARCH 22, 2018**. Once the application is filled out, we will set out a time meet you for an interview.

INTERVIEW:

We want to get to know you and we want you to get to know us. You will have the opportunity to ask us questions, and we will use the meeting to gather further information that will help us to set you up for success.

ACCEPTANCE:

Once you have applied and had your interview, we will contact you via email as it pertains to your acceptance to the Internship Program. This is a rolling acceptance process, but we will aim to have your acceptance emails sent out within two weeks after your interview.

Within the acceptance email, there will be an option for you to choose the 'YES' button. Upon doing that we will be notified that you have decided to accept the offer to Intern and you will officially be put into our staff system for the upcoming year..

SUMMER:

Once the contract is turned in, you will receive your welcome package that will include instructions for preparing to be on staff, summer reading guidelines, and a schedule of what to expect from us.