

EXTERNSHIP EMPLOYER GUIDE

What is an externship?

An externship is a professional learning experience much like an internship, but with a shorter time frame. Instead of playing a long-term supporting role, externs shadow industry professionals and learn more about the company and the job field. This is to give students authentic experience in the fields they might be interested in so they can make informed career choices.

What happens at an externship?

- ✓ A tour of the facility and visiting different departments
- ✓ Listening in on meetings or other company events
- ✓ Going over a recent project and the steps needed to complete said project
- ✓ Talks or discussions led by employees from various departments
- ✓ Question and Answer sessions about day-to-day operations
- ✓ Shadowing a specific position for a day
- ✓ Hands-on activities or short projects

Benefit for employers

- ✓ **Raise awareness with students** – By hosting students in externships, your company will be more visible to students. Higher visibility can lead to greater interest from students.
- ✓ **Tool for recruiting** – By participating in the externship program, your company can connect with qualified candidates that could become future hires. Students who participate in the externship program will have a greater understanding of your company and could be candidates for future internships or full-time positions. It's also a great way to watch candidates in action outside of the interview process.
- ✓ **Support University of Iowa students** – Participating in the externship program is a great way to support students at the university as well as the Career Center.
- ✓ **Provides leadership opportunities** – The extern supervisor has an opportunity to mentor and train a group of entry-level externs. This is a great way for an experienced member of the team to show their leadership abilities in action. By providing an extern training opportunity for your team, your company will gain future team leaders.



How will students apply?

Externships applications will be posted on Handshake and advertised throughout the University. We have provided a sample application as a model. Your company can take on a few externs or an entire group, depending on your capabilities and plans for the program.

How to find the right person for an externship

The ideal candidate for an externship is a student who is eager to learn. They should also be prepared to work in a fast-paced environment where lots of information is being presented to them at once. It's also important for potential externs to be professional, engaged, and a good listener.

Depending on what your company's goals are, the candidates can be limited to a specific major or open to all students. A candidate should be passionate about the field, though they don't necessarily have to be students who are enrolled in the exact field of study that you hire for. An externship is meant to show students many different career opportunities and could possibly widen their perspectives. You are welcome to engage with students of all majors or limit to a specific field.



Do I need to provide compensation for the externship?

Whether or not you compensate externs for their time depends on your company's capabilities, goals, and the type of externship you're planning to hold. While payment is not required, the Career Center does encourage an hourly pay or overall stipend for student's time and work, especially if you plan to hold a project-based experience that utilizes student ideas. If you have any questions about how to implement this or what would be appropriate, feel free to contact the Career Center.

FURTHER QUESTIONS?

If you are interested, or if you have any further questions, we encourage you to contact the Career Center and have a chat with the team.

Brianna Bennett

Employer Engagement Specialist and Career Coach

brianna-bennett@uiowa.edu

SAMPLE EXTERNSHIP APPLICATION

Feel free to add/remove anything from the sample. We encourage you to make this application your own, but this is a great start if you need ideas for what to include.

Your Company's Spring 2023 Externship

Are you interested in **your company's focus**? Do you want an in-depth look into the industry? Do you want to learn more about the day-to-day operations of **Your Company**? If so, this externship may be for you. **Your Company** is offering an **externship duration** (ex: weeklong, 3-day, 5-day, etc.) opportunity to get an in-depth look at what a full-time career at **Your Company** is like. The externship will run from **date** to **date** and be located at **location** (please clarify location for students commute considerations).

You're welcome to insert a paragraph here about your company's focus, goals, values, achievements, culture, and any other important information. More background information will increase student interest in your company.

The externship will consist of exposure to **Your Company's** day-to-day operations. During this externship, you will get an up-close look at **Insert Externship Plans Here** (ex: tour of the facility, shadowing professionals, contributing to small projects, talks or discussions with different departments, listening in on meetings/events, etc.). **Details on externship plans are important to raise student interest, as many students may not have participated in an externship before and will want details about what the externship will be like.**

This externship will help you gain **useful career knowledge** (ex: greater understanding of your company, greater understanding of the industry, hands-on experience, knowledge of day-to-day life at your company, communication and collaboration skills, quick thinking, adaptability, etc.) that you might not be able to learn in your classes. It's also great experience to put on a resume as well as a specific example of capability that could be useful in an interview. If you're unsure about the industry, this is a great way to know if this career path is a good choice for you. An externship with **Your Company** is also a great way to network with industry professionals.

Qualifications to apply:

- **Specific school year** (You could limit to juniors/seniors or accept students of all ages)
- **Specific major** (You aren't limited to only accepting those majoring in your company's focus, as this could be a great way for a student to branch into a new industry, but you are welcome to limit your candidates by relevant majors depending on your company's goals. Ex: limiting your applicants to only business majors, etc.)
- Interested in learning about **your company** and **your industry**
- **Insert qualities of candidate here – what skills would you like applicants to highlight?** (Ex: able to work in a fast paced environment, team player, good listener, etc.)
- **List what you want your student to submit here** (This could be just a resume, but you could also ask for a cover letter, short essay about why the student is interested, references from other employers or teachers, writing sample, etc.)

List the last day you'll be accepting applications, who the student should contact/where they should go if your application is not through Handshake, and make sure you're transparent that this is a temporary seasonal position and there will not be compensation (unless your company decides otherwise).

Here are some sample externship applications from other companies if you need more examples.

→ [APP.JOINHANDSHAKE.COM/EDU/JOBS/6304522](https://app.joinhandshake.com/edu/jobs/6304522)

→ [APP.JOINHANDSHAKE.COM/EDU/JOBS/7186727](https://app.joinhandshake.com/edu/jobs/7186727)

→ [APP.JOINHANDSHAKE.COM/EDU/JOBS/7083582](https://app.joinhandshake.com/edu/jobs/7083582)

→ [APP.JOINHANDSHAKE.COM/EDU/JOBS/6797391](https://app.joinhandshake.com/edu/jobs/6797391)

POSTING YOUR EXTERNSHIP ON HANDSHAKE

- 1 To begin creating your externship posting, click this button. →

Create Job Posting

- 2 There will be several fields to fill out. This is a sample, but feel free to fill in your requirements as needed.

Where should students submit their application?

☒ Apply in Handshake

☐ Apply through external system

Job title

Sample Externship

Employer

University of Iowa - Pomerantz Career Center x ▾

Not seeing the company or organization you're looking for? Try [searching for them](#) or [creating their account](#). This list will automatically be updated to include them once they're approved at your school and have the Post Jobs role.

Please Note: If the Employer has the role "Post Jobs" and does not appear as an option, they may have opted out of job editing capabilities. Please follow up with the employer directly if you would like them to post or edit a job. Once the job is created, you will be able to add colleges and label requirements.

Company Division (optional)

Select a division ▾

Job Type

☐ Internship

☐ Cooperative Education

☒ Experiential Learning

☐ On Campus Student Employment

☐ Fellowship

☐ Graduate School

☐ Job

☐ Volunteer

Employment Type

☐ Full-Time

☒ Part-Time

An externship could be several job types, so feel free to select which makes the most sense. (Handshake does not currently have an externship selection.)

3 Fill in start date and application start date based on your company's plans.

Duration
☐ Permanent
☒ Temporary / Seasonal

Start date
2023-03-12

End date
2023-03-17

Is this a Work Study job?
Work study jobs are for eligible students only.
☐ Yes
☒ No
Externships will not qualify for work-study.







Apply start
2022-12-09 8:50 am
When students will be able to begin applying to this job.

Expiration date
2023-02-09 12:00 pm
When would you like the current active posting at your school to expire?

When you finish, continue to the next page.

4 Much of the second page is dependent on your company's expectations.

Description

Heading 1 **B** *I* U A       *I_x*

Your Description here
Expectations, requirements, etc.

You can copy and paste a description directly from your website — we'll retain all the formatting.

How many students do you expect to hire for this position?

4

This number can be approximate and will not be displayed to students. If you aren't sure, put 1.

Estimated salary

☒ Paid ☐ Unpaid

\$

12

Per hour



Enter a number, not a range. Specifying a salary value is optional.

Job location

Cedar Rapids, Iowa, United States

[+ add another location](#)

☐ Allow remote workers

Note that requiring U.S. work authorization will lead to some branching questions.

Does this position require U.S. work authorization?

☒ Yes ☐ No

- 5 Make sure you clarify what documents you want, especially if you don't plan to link to an external application.

Required documents (Optional)

☒ Resume

☐ Cover Letter

☐ Transcript

☐ Other Document (e.g. work sample, course schedule, or other misc documents)

- 6 Many of these categories are optional, so if your company doesn't have a specific preference, you can leave them blank.

Graduation date range (Optional)

Earliest grad date

May



2023



Latest grad date

May



2026



Hiring alumni? You can leave earliest graduation date blank.

School years (Optional)

- ☒ Freshman
- ☒ Sophomore
- ☒ Junior
- ☒ Senior
- ☐ Masters
- ☐ Doctorate
- ☐ Alumni
- ☐ Postdoctoral Studies
- ☐ Masters of Business Administration
- ☐ First Year Community / Technical College
- ☐ Second Year Community / Technical College
- ☐ Certificate Program

Minimum GPA (Optional)**Major categories (Optional)**

- ☐ Agriculture, Food & Horticulture - 0 of 3 majors selected
- ☐ Arts & Design - 0 of 10 majors selected
- ☐ Business, Entrepreneurship & Human Resources - 0 of 19 majors selected
- ☐ Civics & Government - 0 of 9 majors selected
- ☐ Communications - 0 of 7 majors selected
- ☒ Computer Science, Information Systems & Technology - 9 of 9 majors selected
 - ☒ Computer Programming
 - ☒ Computer Science
 - ☒ Computer Systems Networking & Telecommunications
 - ☒ Data Mining
 - ☒ Data Science
 - ☒ Information Systems Management
 - ☒ Library Sciences
 - ☒ Software Design
 - ☒ User Experience/Social Computing
- ☐ Education - 0 of 9 majors selected
- ☐ Engineering - 0 of 12 majors selected
- ☐ General Studies - 0 of 3 majors selected
- ☐ Health Professions - 0 of 16 majors selected
- ☐ Humanities & Languages - 0 of 13 majors selected
- ☐ Life Science - 0 of 12 majors selected
- ☐ Math & Physical Sciences - 0 of 5 majors selected
- ☐ Natural Resources, Sustainability & Environmental Science - 0 of 6 majors selected
- ☐ Social Sciences - 0 of 8 majors selected
- ☐ Technologies & Technicians - 0 of 2 majors selected

If you plan to target specific majors, make sure to select more information here (most majors will lead to more specific categories if selected).


Colleges (Optional)


x College of Liberal Arts and Sciences x College of Engineering

The employer will not see which colleges you have chosen.

7


When you're finished, your sample job might look something like this. Make sure you look over the preview to make sure that all the information you need is displayed. If you have any questions about your job posting, don't hesitate to contact the Career Center.








Sample Externship


University of Iowa - Pomerantz Career Center


 Cedar Rapids, Iowa, United States

 Higher Education

 Seasonal Part-Time Experiential Learning (3/12/23 - 3/17/23)

 No company size

 \$12 per hour

 No on-campus interviews





Applications close on February 9th, 2023 at 12:00 pm [Apply](#)

Job Description

Your Description here

Expectations, requirements, etc.

Share Job

WE HOPE TO SEE YOUR APPLICATIONS SOON!

IOWA

Pomerantz
Career Center

100 Pomerantz Center, Suite C310, Iowa City, IA 52242
careers.uiowa.edu | 319-335-1023 | careercenter@uiowa.edu