

## EMPLOYER ACCOUNT GUIDE

### EMPLOYER ACCOUNT NAVIGATION

- Employer logs in to IEDA Symplicity site <https://ieda-csm.symplicity.com/> to register for an account
- Employer creates profile

### HOME PAGE

- Program Descriptions/ Eligibility
- Internship Programs Employer Check List
- Recruiting Resources: Links to Iowa Colleges/ Universities Electronic Job Boards
- Announcements: Updates on deadlines, program reminders
- Alerts: Pending items requiring your action- Approval of Internship Placements/ Evaluations

### MY ACCOUNT TAB

Complete profile/ Update Password/ Document Library (W-9, Affidavit, Employer Check List)

### EMPLOYER PROFILE TAB

Company profile

### INTERNSHIP PROGRAM APPLICATIONS

*(Right Side SUBMIT APPLICATION)*

Choose the program you would like to apply for (Iowa Student Internship program for Targeted Industries in Advanced Manufacturing, Bioscience and Information Technology under 500 employees) or (STEM Internship Program for companies hiring STEM major interns in any sector). Please find more detailed info on the programs and eligibility on the homepage.

### INTERNSHIP EVALUATIONS TAB

*\*\* Find student information- Status of Internship Placements and Employer Evaluations\*\**

- Approvals Tab will have PENDING Internship Placement Forms that need to be approved by you
- If you do not receive an approval and you do not see your student in the Evaluations tab, the student may have selected another company contact.
- The primary contact for the internship program (the contact that applied for the program) should be listed as the contact and manager. You as the contact will receive all communications and updates through the system. **\*\* No other managers should create accounts in the system. You can forward the final report links to the direct manager without them having an account\*\***
- Search for interns that have registered for an account and connected to you as an employer in the Evaluations Tab
- You as the employer will not be able to see if a student has completed their intern report, you can verify with Kerri Yost, or just confirm with your intern that they have completed this. You may ask them to log-in and show you their completed evaluation.



## INTERN ACCOUNT NAVIGATION

### INTERN ACCOUNT REGISTRATION

Please send interns the following link once hired. This link and password needed were sent to you in your Program Award email. Please only give this password to currently hired interns.

<https://ieda-csm.symplicity.com/students> and use the password sent in your **in your award email**, when prompted to move forward in the registration process.

### INTERNSHIP PLACEMENT FORMS

- Student Interns should complete their own Internship Placement Form located on the right side of the Homepage under Internship Evaluations (Submit Placement)
- Student will respond to basic questions and connect themselves to their employer. The Intern will list the primary company contact for the internship program that forwarded them their registration email in the contact/email fields. If they do not see the primary internship contact, they may be connected to the wrong employer account. Please suggest they try to select a different version of the employer if there are multiple accounts.
- The company contact will then receive an email for approval. Please review the information to make sure pay rate, work term, dates worked, graduation date, and your email are correct. If yes, then they will approve.

- If you have a returning intern (For example: a Fall intern that continues into Spring), the intern will need to log-in to the system to complete another Internship Placement Form, as this is considered a different internship time period/work-term.

### STUDENT/ EMPLOYER EVALUATIONS

- The company contact will receive a reminder and link to complete the end of internship final report on behalf of the employer. The company contact can complete this, however, information about the intern's projects and overall work during their internship period will need to be gathered directly from the direct manager and compiled into the company contact final report.
- The intern will receive a link and reminder to complete their final report about their experience.

### OTHER ACCOUNT INFORMATION

- If someone at your company already has an account and you are another contact that will be managing the program, or if that person is no longer the contact, please register for your own account and link yourself to the employer.
- If you cannot access your account, please contact [internships@iowaeda.com](mailto:internships@iowaeda.com) and your password will be reset and sent to you. If your account has become blocked, that can also be updated.
- If you were not original company contact to apply for this fiscal year program-(You need access to application materials and student evaluation information), please contact [internships@iowaeda.com](mailto:internships@iowaeda.com).