# BUS 310 – Internships with Impact: Application Process

#### Step 1: Navigate to Hirejayhawks.com

#### Step 2: Login with your credentials

<b>HIRE</b>				3 🥙
<ul> <li>Generation</li> <li>Generation</li></ul>	Update your Career Interests     You're almost there! Tell us more ab     Update Career Interests     Reming	out your career interests to get personalized d Me Later	recommendations.	
<ul> <li>My On-campus Interviews</li> <li>Experiential Learning</li> </ul>	EMAIL SETTINGS: To manage your     Notifications in the menu on the left.	email settings or to opt out of email notifica	tions, go to Update My Account - Emails and	×
▲お Schedule an Appointment / Drop-in 説 Research Employers 會 Surveys	Upcoming Events	ينطع	ولسلع	See all events
<ul> <li>Q Career Prep Resources</li> <li>Calendar</li> <li>Account Settings</li> </ul>	Learn about Plante Moran Information session NOW UNTL 5:00 PM ON OCT 20	Learn about EY Information session TODAY AT 5:30 PM	Writing Your Federal Resume. Workshop OCT 21 10:00 AM - 11:30 AM	Premier Roofi Career Fair Oc Workshop OCT 21 3:10 PM - 5:
	People in your major are inte	erested in		

\*You should arrive to a screen that is similar to this\*

### Step 3: Click "Experiential Learning" within the navigation section on the left-hand side of the screen.

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☆ Home ☆ Jobs & Internships 요. My Profile / Portfolio	Home / Account Settings / Experiential Learning My Account	
i Ducanients È Events 叔 My On-campus	Personal Academic Privacy Experiential Learning Emails & Notifications Password Application Placement	Transcript You must have at least one approved experience before you can create a transcript
Experiential Learning Appointment / Drop-in	Add New Experience	
Research Employers     Surveys     Career Prep Resources		
<ul> <li>Calendar</li> <li>Account Settings</li> </ul>		
	No records	

\*Note once clicked you should arrive to this screen\*

"My Account" should appear with a white box containing three rows. Make sure that "Experiential Learning" and "Placement" are underlined as shown in Step 3.

## Step 4: Click "New Experience."

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⇔ Home	Home / Account Settings / Experiential Learning	
B Jobs & Internships	My Account	
Q. My Profile / Portfolio I Documents	Personal Academic Privacy Experiential Learning Emails & Notifications Password	Transmit
Events		You must have at least one approved
A My On-campus Interviews	Application Placement	experience before you can create a
🛱 Experiential Learning	Add New Experience	uanourpt.
්ර Schedule an Appointment / Drop-in		
Research Employers		
🖹 Surveys		
Q Career Prep Resources		
📩 Calendar		
8 Account Settings		
	No records	

\*Once clicked a drop-down menu box should appear\*

Step	5:	Under th	e drop-o	down menu sel	lect "BUS	310 Internsh	ips with Im	pact" to	load the	e application
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🗟 Jobs & Internships	My Account	
Q My Profile / Portfolio		
Documents	Personal Academic Privacy Experiential Learning Emails & Notifications Password	
🖻 Events	Application Placement	
My On-campus Interviews		
🗎 Experiential Learning	Submit         Save As Draft         Delete         Cancel         Print	
ຳð Schedule an	* indicates a required field	
Research Employers	Placement Approval	
🖹 Surveys	Evoriontial Learning Type *	
Q Career Prep Resources	speremen sources in the second se	
📩 Calendar		
Account Settings	Which Semester do you intend to graduate from KU? *	
	Y	
	Which Year do you intend to graduate from KU2 *	
	V	
	School of Business Majors (Check all that apply) *	

\*Once selected the application questionnaire should appear\*

Step 6: Fill out the application and submit. All required questions will be indicated with an asterisk.

\*Please note the application cannot be submitted unless the required questions are filled out\*

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<ul> <li>G Home</li> <li>⊕ Jobs &amp; Internships</li> <li>⊕ Ny Profile / Portfolio</li> <li>⊕ Documents</li> <li>● Events</li> <li>∠? My On-campus</li> </ul>	Internahip End Date * Select Clear Hours Per Week * How many hours per week are you working during your internahip?	
Interviews Experiential Learning M Schedule an Appointment / Drop-in ER Research Employers C Surveys	Compensation Type Compensation Amount If hourly, enter houry way: If salary, enter total salary.	×
Q Career Prep Resources Calendar Calendar Account Settings	Attachment(s) Please upload 1) Your internship offer letter, e-mail pdf, etc. 2) Your acceptance acknowledgement (e-mail, letter, etc.) Add Attachment	
	Submit Save As Draft Delete Cancel Print PowerReb av = s y m p licity'	Privacy Policy   Terms of Use

\*You can save a draft of this application so that you can return to it at a later time\*

\*\*Please also remember to upload the requested documentation\*\*

Step 7: Click "Submit" and your application will be sent for review and employer verification.

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<ul> <li>G. Home</li> <li>G. Jobs &amp; Internships</li> <li>G. My Profile / Portfolio</li> <li>Diocuments</li> <li>E. Diverts</li> <li>E. Wy On-campus Interviews</li> <li>Experiential Learing</li> <li>Achadule an Appointment / Orop-in</li> </ul>	Internahip End Date *  Select Clear  Hours Per Week * How many hours per week are you working during your internahip?  Compensation Type	
Research Employers     Surveys     Career Prep Resources     Career Prep Resources	Compensation Amount If hourly, enter hourly way. If salary, enter total salary	
<ul> <li>Account Settings</li> </ul>	Attachment(s) Please wolkad 1) Your internship offer letter, email pdf, etc. 2) Your acceptance advrow/edgement (e-mail letter, etc.) Add Attachment	
	Submit Save As Draft Delete Cancel Print	Privacy Policy   Terms of Lisa