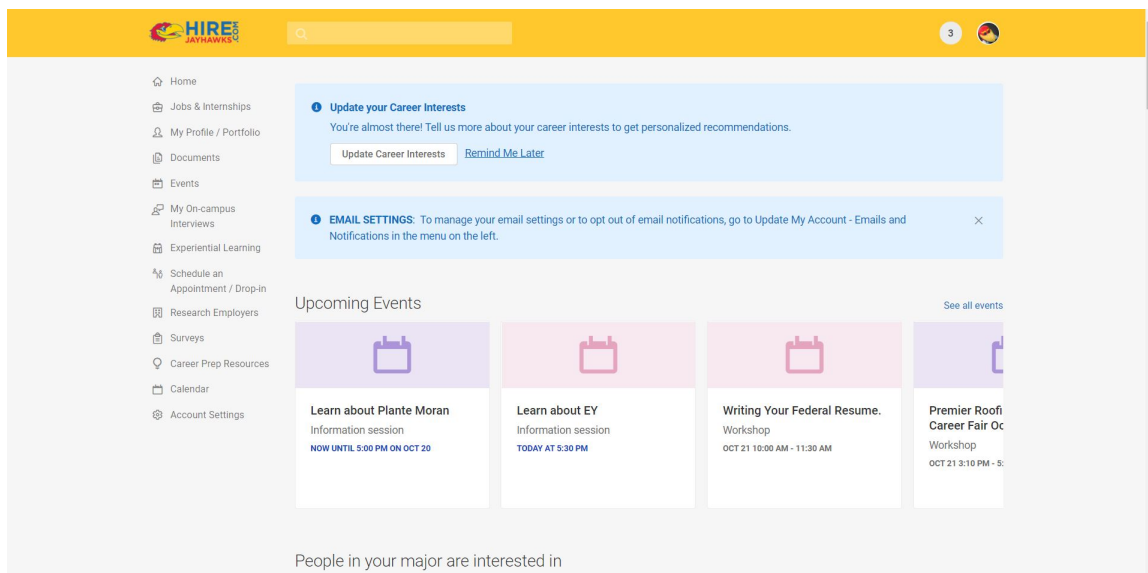


# BUS 310 – Internships with Impact: Application Process

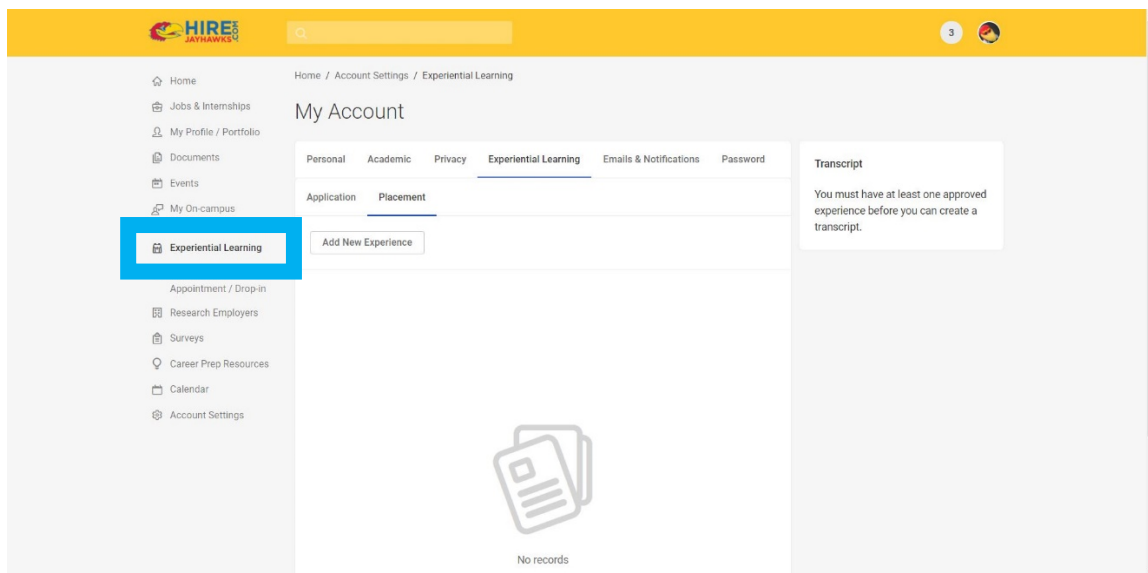
Step 1: Navigate to Hirejayhawks.com

Step 2: Login with your credentials



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

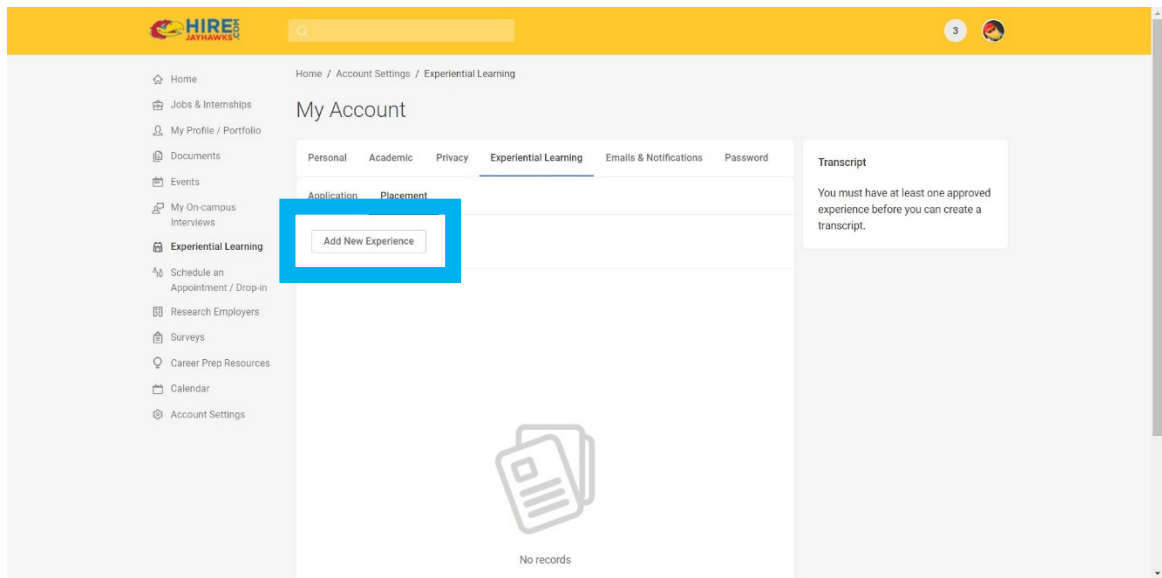
Step 3: Click “Experiential Learning” within the navigation section on the left-hand side of the screen.



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

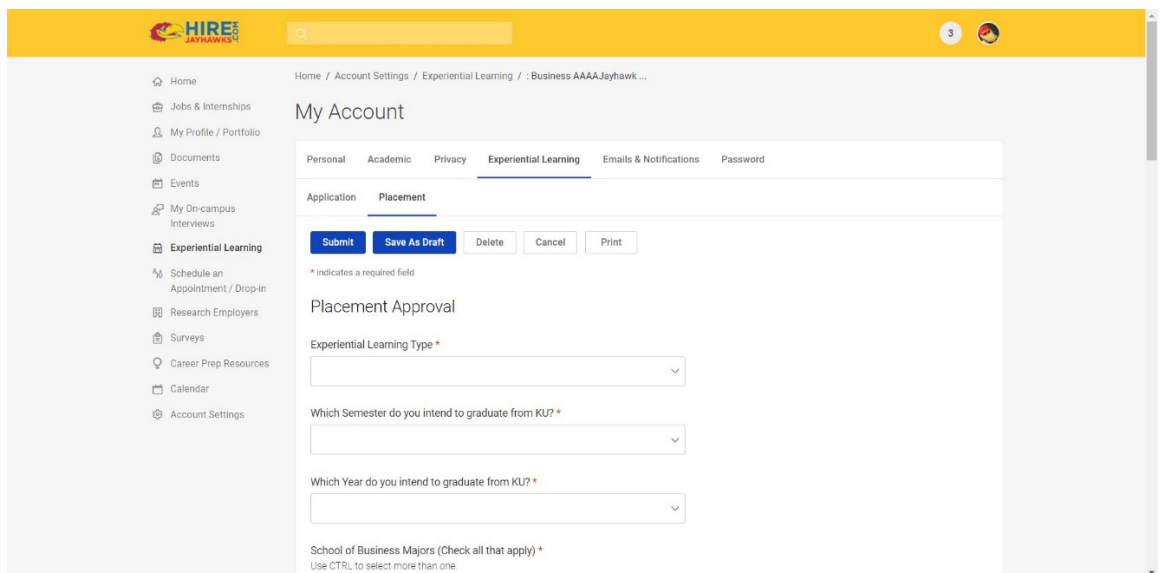
“My Account” should appear with a white box containing three rows. Make sure that “Experiential Learning” and “Placement” are underlined as shown in Step 3.

**Step 4: Click “New Experience.”**



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

**Step 5: Under the drop-down menu select “BUS 310 Internships with Impact” to load the application.**



**\*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\*

The screenshot shows the HIRE JAYHAWKS application form. The form is titled "Internship End Date \*" and includes a date selection field with "Select" and "Clear" buttons. Below this is the "Hours Per Week \*" section, which asks "How many hours per week are you working during your internship?" and has a text input field. The "Compensation Type" section has a dropdown menu. The "Compensation Amount" section asks "If hourly, enter hourly way. If salary, enter total salary." and has a text input field. The "Attachment(s)" section asks "Please upload 1) Your internship offer letter, e-mail pdf, etc. 2) Your acceptance acknowledgement (e-mail, letter, etc.)" and has an "Add Attachment" button. At the bottom of the form are buttons for "Submit", "Save As Draft", "Delete", "Cancel", and "Print". The form is powered by Symplicity and includes links for Privacy Policy and 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.

This screenshot is identical to the previous one, showing the HIRE JAYHAWKS application form. The "Submit" button at the bottom of the form is highlighted with a blue box, indicating the next step in the process.