TEXAS INTERNSHIP CHALLENGE

Quick Start Guide for Employers

This quick start guide provides the steps for you to register in TXInternshipChallenge.com as an employer and post internships.

Introduction

The Texas Internship Challenge is a campaign challenging Texas employers to offer more paid internships for Texas students. The website, TXInternshipChallenge.com, is a statewide site where you can post internships and students can apply for them.

Registration Benefits

To take advantage of the site's tools, you must first register as an employer. Registration will provide you with access to the features and services of the site. After registering you will be able to customize your settings that make using the site quicker and easier

Information You Will Need to Register

- Company Name
- Contact Information
- Profile
- Address
- Federal Employer Identification
- UI Employer Account Number
- Number of Employees

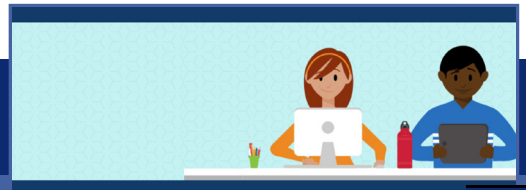
TEXAS WORKFORCE COMMISSION

For Assistance:

WFSupportDesk@twc.texas.gov

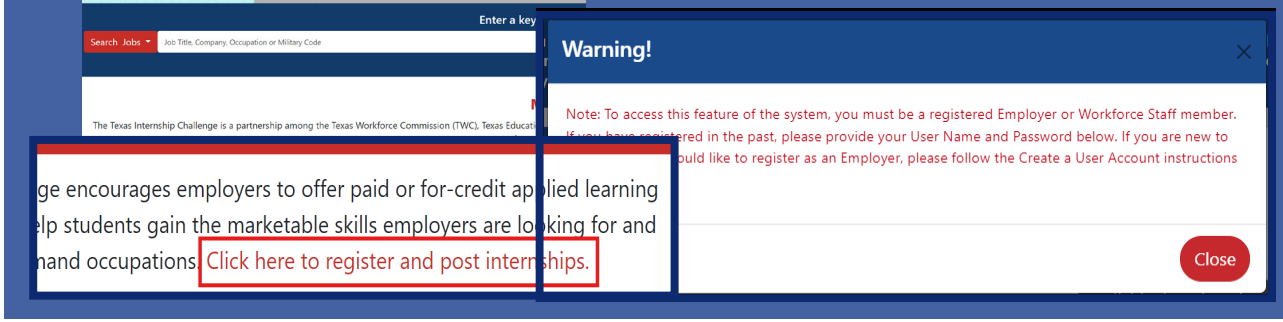
512-463-4210

1 Start Here



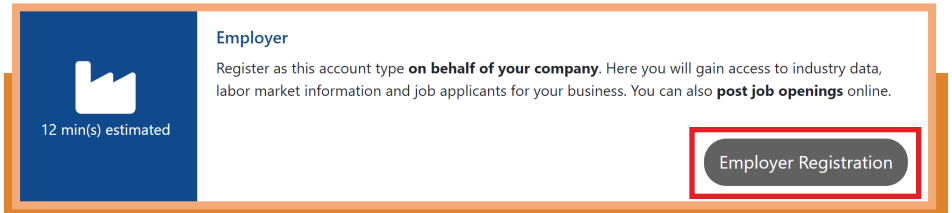
Type the site URL into your browser: https://www.TXInternshipChallenge.com

On the home page, go to " Looking for an Intern?" section. Select the "Click here to register and post internships" link.



Close Warning message. If you have registered in the past, please provide your User Name and Password. If you are new to the site and would like to register as an Employer, please follow the Create a User Account instructions below.

2 Sign-In Page



When the sign in page displays, click the Employer Registration button. The first of several registration pages will display after clicking the link.

3 Company Identification Information Page

When the Company Identification Information Page displays, enter all required information.

Employer Identification Section

- Select the "Type of Identification"
- Enter the Federal Employer ID Number (EIN), Federal Tax ID FEID) and UI Employer Account Number. Do not enter dashes.
- Re-enter the "Confirm Federal ID Number" and UI Employer Acct. Number and do not enter dashes
- Zip Code Section to enter your Zip Code

Select the "Continue" button at the bottom of the page.

4 Login Information Page

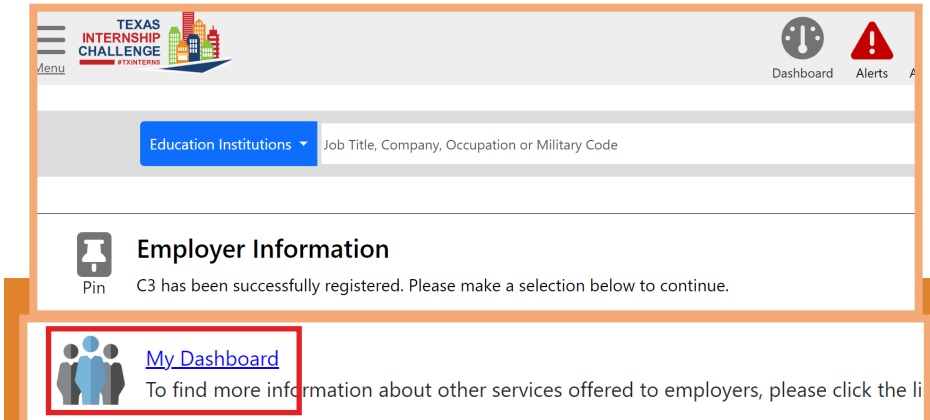
When the Login Information page displays, enter all required information. Once all required information has been entered, select the “ button at the bottom of the page.

You will need your User Name and Password for all future activities in the Texas Internship Challenge site. Please write this information down and keep it in a secure place.

Page sections:

- Login Information
- Employer Identification & UI Employer Acct.
- Primary Location Information
- Mailing Address
- Contact Information
- Company Profile
- Benefits offered

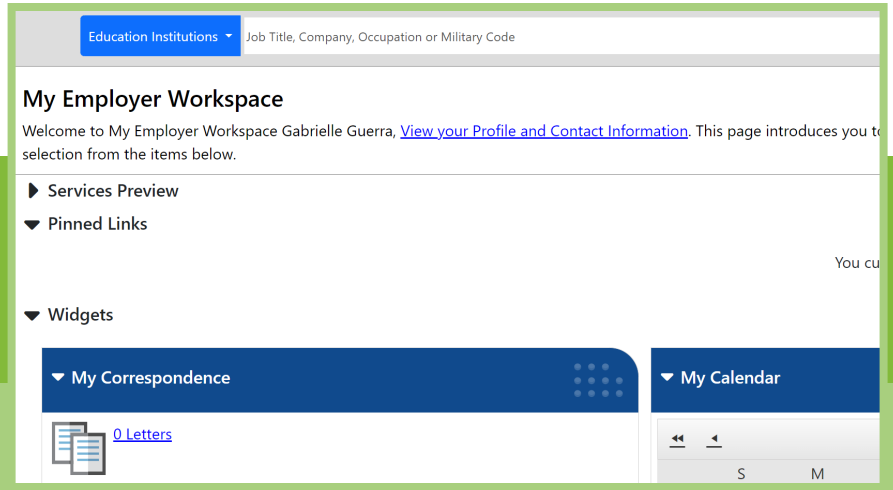
5 Successfully Registered Page



The next two pages are the Notice to Employers Regarding Job Bank Non Discrimination and Hiring Restrictions. The successfully registered page is displayed. Select the “My Dashboard” Link.

6 My Employer Dashboard Page

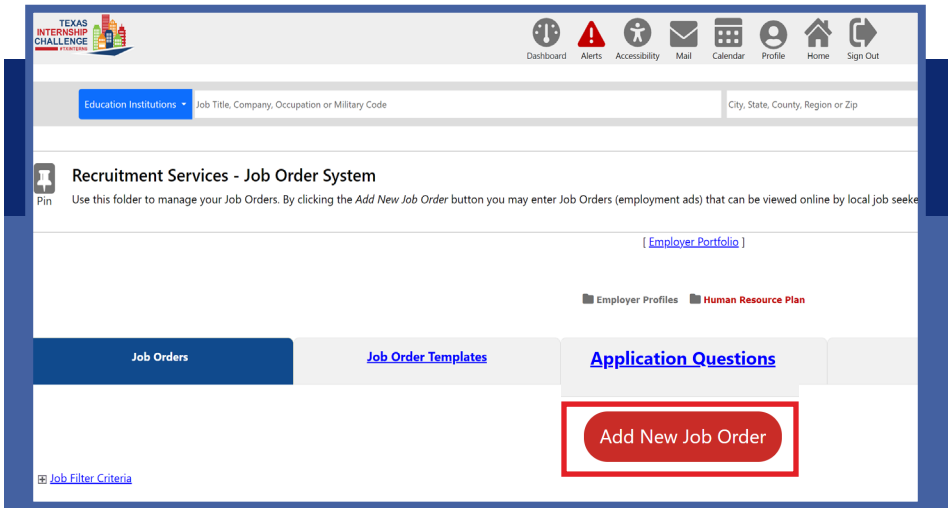
The welcome to “My Employer Workspace” page is displayed.



Allow up to 72 hours for the employer verification process to be completed. You will receive a confirmation email. If the “Manage Jobs” link is selected from the left navigation menu before receiving confirmation, you will receive an error message.

After the employer verification email is received and you log on to the site, a message will appear in the “My Employer Workspace” page which says “You have one unread message.” Select the “Close” button on the message. Select the “Manage Jobs” link from left navigation menu.

7 Job/Internship Posting



You are able to add Job/Internship postings from this option on the dashboard. The "Manage your Job Orders" page is displayed. Select "Add New Job Order" button.

8 Job/Internship Order Wizard

The first of the ten pages will display. The Job Order creation will prompt you step by step to enter the information for the new job order. After entering all required information click the "Next" button at the bottom of each page.

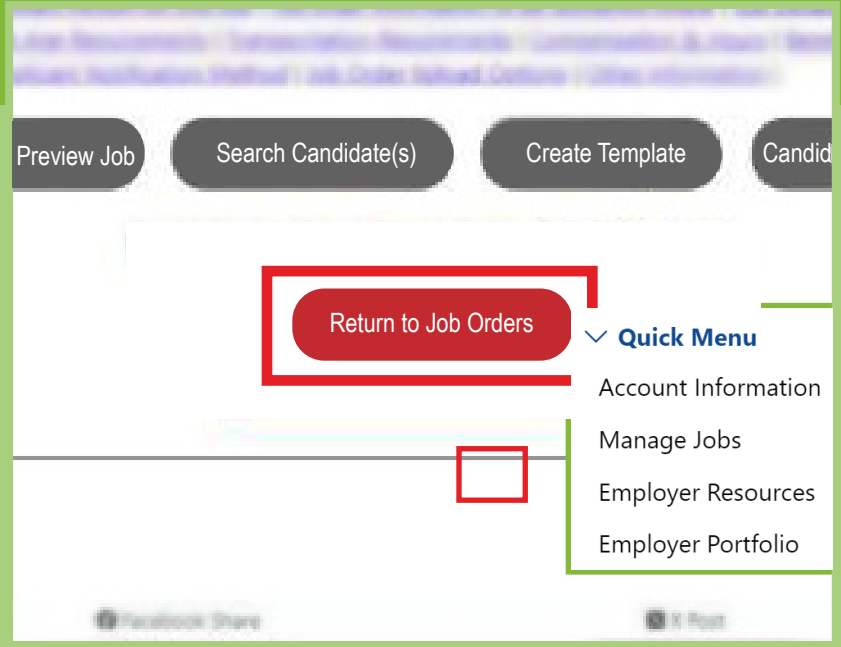
9 Job/Internship Order Wizard (cont'd)

To exit without creating a job order, click the "Cancel" button.

Note: you have 30 days from the creation date to complete the job order before it is deleted from the system.

After completing the posting, the "Review the Job Order Information" page will display.

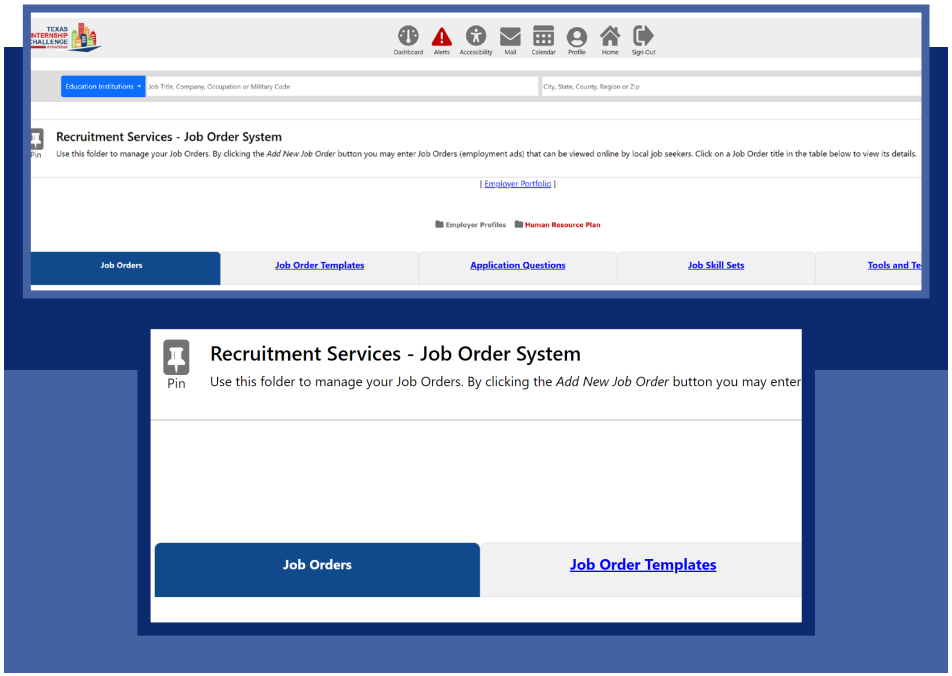
Review the information, to edit the information select the "Edit this Location of this Job" link at the bottom of each section.



Scroll to the bottom of the page and select the "Return to Job Orders" button.

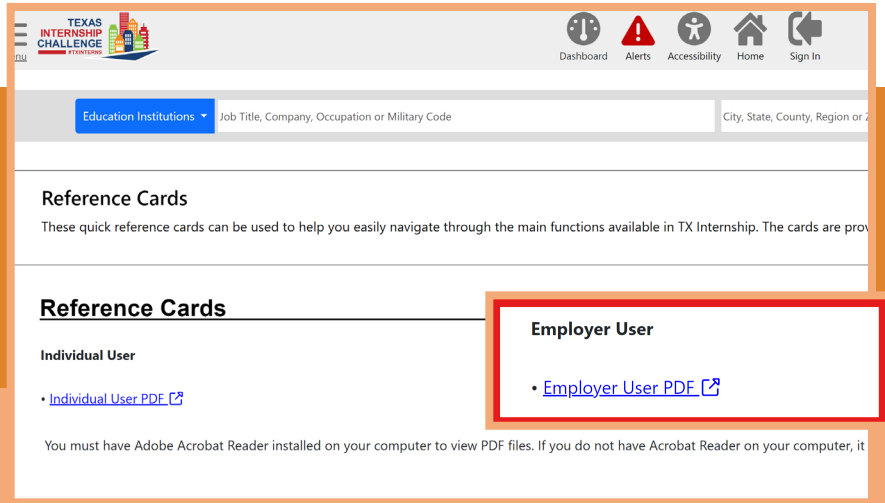
10 Manage your Job Orders Page

The “Manage your Job Orders” page is displayed.



11 More Help

For further help on this and other application features, go to “Other Services” from the Left navigation menu.



1. Select “Assistance Center”
2. Select “Quick Reference Cards”
3. Select the “PDF” link under the Reference Cards section.

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