

# MASSART career development

## Internship Guide for Employers: **The Hiring Process**

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### **RECRUITING & HIRING**

- Employers are responsible for the hiring process; interested applicants will contact you directly
- MassArt Career Development does not recommend potential applicants
- To recruit applicants for your internship, submit your internship description to our online database. It is free to post and this is where MassArt students look for internships
- To attract candidates, we recommend offering hourly paid internships
- The Career Development office reviews all submissions before they are activated. Internship postings that do not clearly meet MassArt's academic guidelines posted above will not be approved. Any listings that do not meet the goals of the site are subject to removal without notice

### **INTERNSHIP TIMING**

Please be aware that internships through MassArt are one semester long and align with the academic semester schedule:

- Spring (January-May)
- Summer (May-August)
- Fall (September-December)

### **HIRING DEADLINES**

Please plan to hire for internships by the following times:

- Spring: First week of February
- Summer: Last week of May
- Fall: Second week of September

After MassArt's semester registration deadlines pass, our students can no longer register an internship for credit and our office no longer promotes internships for that semester.