



**Thank you for signing on to Project Onramp! Here are your next steps...**

**1) Inform** [lila@lifesciencecares.org](mailto:lila@lifesciencecares.org) about your preferred timeline and number of internships that will be offered.

**2) Submit a job description.**

You are welcome to submit the job description using our template or your own, but please make sure *all required information* (especially the supplemental information) is complete.

**3) Make the job description inclusive.**

A critical part of diversity recruiting is to always be questioning what traits you value most in candidates, why, and whether that's based on your own bias.

Consider interviewing students who don't make GPA cut-offs or who do not have as much relevant experience as more affluent students. Because many of these students are working to pay for their education, they often are not able to take advantage of unpaid/poorly paid opportunities simply to gain experience.

**4) Relax**—and let us find you a great intern!

Our student support partners have already begun reaching out to their students to determine who is interested and available for summer internships in 2021.

**5) Interview applicants.**

You can expect 3-5 resumes for each internship you have set aside. Once you receive a resume, please reach out to the student to schedule an interview as your company process dictates. We expect employers to complete interviews by April 23rd at the absolute latest.

**6) Make an offer**

Offers can be made directly to the student you're interested in, and in whatever way your company requires. Please keep us in the loop.

You can decide when you'd like your intern to begin and end their time with you. Project Onramp recommends that interns begin the week of June 7th and finish the week of August 9th. Please include details on holidays or summer schedules the company may observe.

### 7) Resolving issues.

If you do not find a student who meets your needs, or if you have any other questions or concerns, contact Lila Neel, Onramp Project Manager, [lila@lifesciencecares.org](mailto:lila@lifesciencecares.org)

### 8) Let us know whether you plan to apply for MLSC reimbursement

MLSC reimburses companies with *100 employees or fewer*, up to \$17/hr for up to 12 weeks (up to the maximum amount of \$8160.00). They do not reimburse payroll taxes and fees. You would register with MLSC if you are a small company, but would NOT use their database for resumes. For more details on the process, please visit <https://www.masslifesciences.com/programs/internship-challenge/>.

### SUGGESTED TIMELINE

Job descriptions submitted to Project Onramp	Now-February
Resumes sent to hiring managers	Ongoing
Hiring managers conduct interviews, make offers	Ongoing -April 23rd
All students are placed	May 1 <sup>st</sup>
Project Onramp supervisor meeting	May TBD
Students attend "Internship Boot Camp"	End May
Internships underway	June-August

### PROJECT ONRAMP SUMMER MIXERS

Project Onramp will bring all of our interns together five times throughout the summer to get to know one another, share experiences and offer additional career exploration and development programming. Dates for summer programming TBD.

Please note that your intern will be **required** to participate in these sessions as part of their Project Onramp experience. If giving them paid time off for these afternoons is an issue or you have questions, contact Lila Neel, [lila@lifesciencecares.org](mailto:lila@lifesciencecares.org).