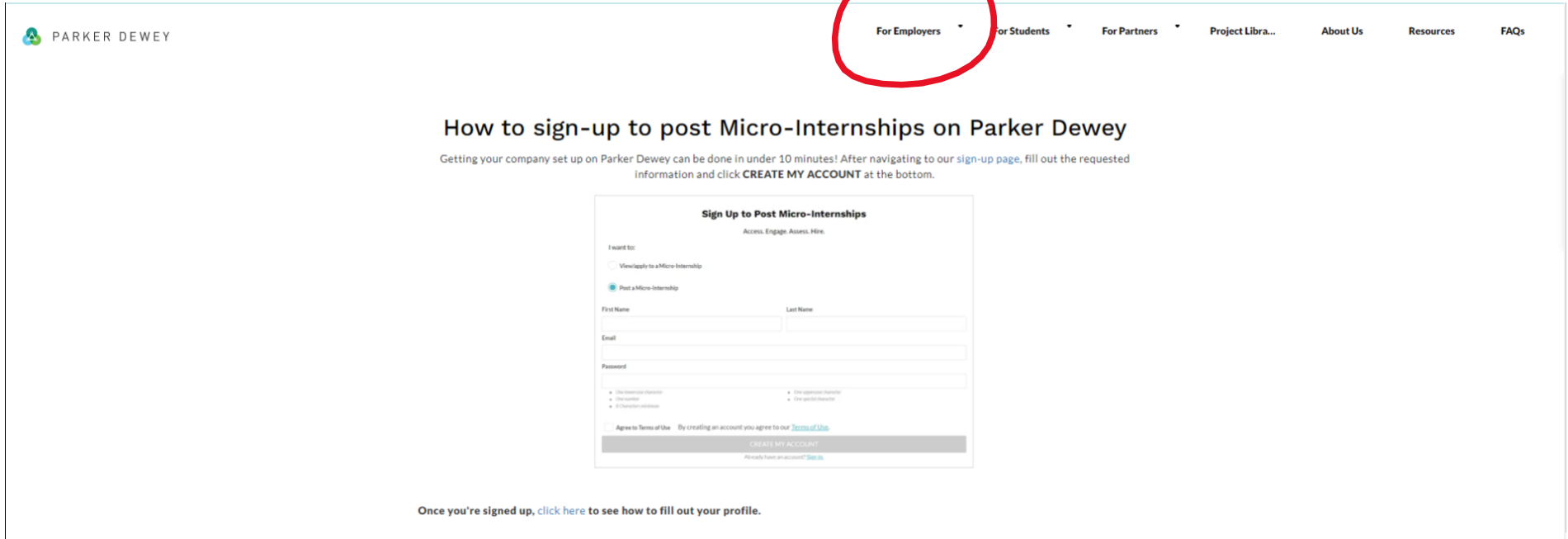


PARKER DEWEY

EMPLOYER/ MANAGER TUTORIAL

Below are links to step-by-step instructions on how to navigate and use Parker Dewey's platform as an organization seeking to connect with early-career talent for paid, professional, short-term projects.

1. [Signing-up to post Micro-Internships](#) - Go to the Employers Tab



The screenshot shows the Parker Dewey website interface. In the top navigation bar, the 'For Employers' tab is circled in red. Below the navigation bar, the page title is 'How to sign-up to post Micro-Internships on Parker Dewey'. The main content area contains a sign-up form titled 'Sign Up to Post Micro-Internships' with the subtitle 'Access. Engage. Assess. Hire.' The form includes radio buttons for 'View/apply to a Micro-Internship' and 'Post a Micro-Internship', with the latter selected. It also features input fields for 'First Name', 'Last Name', 'Email', and 'Password'. At the bottom of the form, there is a 'CREATE MY ACCOUNT' button and a link for users who are already signed up.

How to sign-up to post Micro-Internships on Parker Dewey

Getting your company set up on Parker Dewey can be done in under 10 minutes! After navigating to our [sign-up page](#), fill out the requested information and click **CREATE MY ACCOUNT** at the bottom.

Sign Up to Post Micro-Internships
Access. Engage. Assess. Hire.

I want to:

View/apply to a Micro-Internship

Post a Micro-Internship

First Name Last Name

Email

Password

I agree to the Terms of Use. By creating an account you agree to our [Terms of Use](#).

CREATE MY ACCOUNT

[Already have an account? Sign In.](#)

Once you're signed up, [click here](#) to see how to fill out your profile.

2. Filling out your profile

Once you complete the initial sign-up, you will be asked to provide information on your organization.

Let's gather a little more information

Company Name

Company Description

Company LinkedIn URL

Company Twitter URL

Company Website URL

University

AFFILIATIONS
Please identify any associations with which you are involved. Start typing in the box below to see options.

We'll also ask you to confirm your account creation an associated email address:

There should be a confirmation code in your inbox shortly.

It may take several minutes for the code to arrive. Please look for an email titled "Confirmation Instructions" and check your spam folder if you don't see it in your inbox

Enter confirmation token

or [Resend email confirmation](#)

CONFIRM

After you are done filling out the page, click **SAVE** and you will be taken back to your dashboard. [Click here](#) to learn how to navigate your dashboard.

3. [Navigating your dashboard](#)

 PARKER DEWEY

[For Employers](#) [For Students](#) [For Partners](#) [Project Libra...](#) [About Us](#) [Resources](#) [FAQs](#)

How to navigate your dashboard

Navigating your dashboard on Parker Dewey is really, really easy!

 PARKER DEWEY

Hi, Test [Sign Out](#)

[Projects](#) [Messaging](#) [Profile](#) [Account](#)

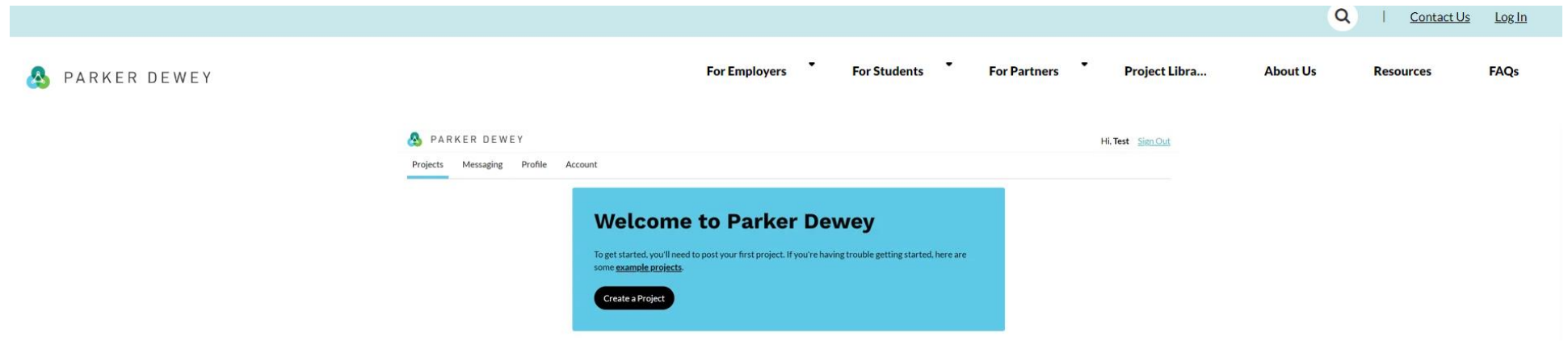
Welcome to Parker Dewey

To get started, you'll need to post your first project. If you're having trouble getting started, here are some [example projects](#).

[Create a Project](#)

Once you're ready to get started, [click here](#) to learn how to post a project.

4. Posting a project



Then, provide the details of your project:

- **Project Name:** This is similar to a job description and is visible to all Career Launchers before they read details about the project.
- **Department:** This is the department that is hosting this project (e.g. IT, Engineering, Marketing, etc.)
- **Start/End Date:** Add a start and end date to the project. Most projects last from one week to one month. If you have hard deadlines, be sure to include that in the project description.
- **Project Description:** This is an outline of the scope of work. The more details, the better so that a Career Launcher understands your expectations.
- **Location:** Indicate where your organization is based and whether your project can be conducted remotely or onsite. **Over 90% of Micro-Internships are conducted remotely; if this project must take place onsite, be sure to include that as the location.**

Create New Project

Step 1: Description

Project Name	Department
<input type="text" value="Project Name"/>	<input type="text" value="Department"/>
Start Date	End Date
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>

Description

Sans Serif **B** *I* U  

Location

City	State	Zip		
<input type="text" value="City"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="button" value="Remote"/>	<input type="button" value="On-site"/>

STEP 1: DESCRIPTION STEP 2: APPLICANTS STEP 3: QUESTIONS

Next: Applicants

Next, you'll provide:

- **Estimated Hours:** This is how long you think the project will take and can help the students understand your expectations. Please note that if you are planning a project that will take multiple weeks, this should be the TOTAL number of hours the project will take (e.g. 5 hours/week x 4 weeks = 20 Estimated Hours)
- **Amount student will receive:** This is what each Micro-Intern will be paid for the project. All projects on Parker Dewey are paid as a fixed fee upon completion of the project. Most projects equate to \$20-25/hour.
- **Amount you pay (per Micro-Intern):** Our calculator shows the total cost you will pay for per Micro-Intern. This total costs includes all payroll, legal and other administrative fees of the project.
- **Number of Micro-Interns:** If you would like multiple Micro-Interns, indicate the number you intend to hire. This can be modified should you find additional candidates you'd like to hire for your project.
- **Skills:** Add Desired Skills that you are looking for such as software that the student would be expected to know/use to complete the project.
- **Schools & Affiliation/Programs:** You have the **option to limit your project to specific schools and/or affiliations**. This means that your project will only be visible to Career Launchers with those Colleges/Universities and/or Affiliations listed in their profiles. If you do not select any schools/affiliations your project will be visible to all Career Launchers. Completing this section is completely optional and can always be changed at any time so that your project. You are always able to filter applicants by schools/affiliations when deciding who to select for your project.

CREATE NEW PROJECT

Step 2: Applicants

Estimated Hours: 20 | Amount student will receive: \$ 200 | Amount you pay per Micro-Intern: \$ 222.22

Number of Micro-Interns: 1 | Estimated project amount: \$ 222.22

Skills: +Add

Schools & Affiliations/Programs: +Add

Schools: +Add

Affiliations/Programs: +Add

Graduation Status: No Preference Current Students Recent Grads

Finally, add some questions to your project application so you can quickly evaluate candidates. Questions are one of the best ways to evaluate your applicants. Did they put in the time to write a thoughtful answer? Were there a lot of typos? It's the little details that make a big difference.

The first question is automatically included on every project, but feel free to add more. We recommend no more than five.

Popular questions include:

- How would you approach this project?
- Describe your experience with the task at hand or a similar project.

CREATE NEW PROJECT

Step 3: Questions

Question 1

Why do you think we should select you for this opportunity?

+ Add Question

STEP 1: DESCRIPTION STEP 2: APPLICANTS STEP 3: QUESTIONS

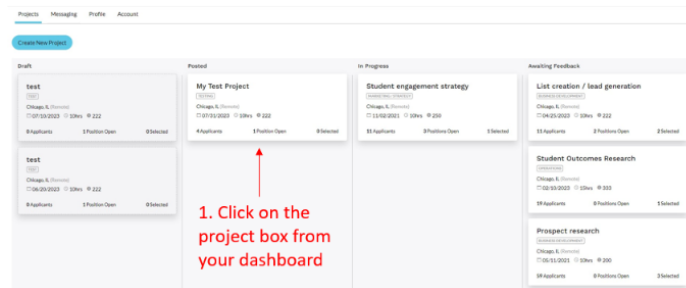
Save as Draft Post Now

Fill out some project info, add some questions, click post, and BAM your project is now live! Now that your project has been posted, [click here](#) to learn how to view your applicants.

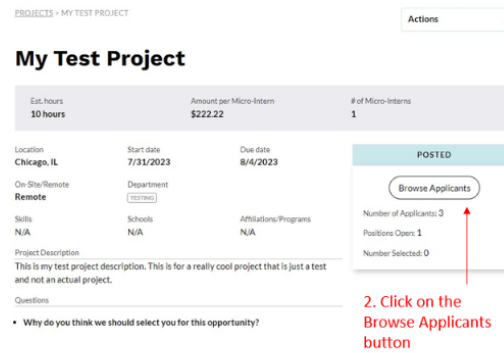
5. [Viewing and approving an applicant](#)

How to view and approve a candidate

Now that your project is posted, it's time to view your applicants (once folks start to apply). From your dashboard, click on the project that you want to select a candidate for.



After clicking into the project, click Browse Applicants on the right side of the box.



Review your list of candidates and click through the see their profiles.

3. You can see the list of your applicants below. Clicking on an applicant will allow you to view their profile, resume (if included), and answers to your application questions.

PROJECTS - MY TEST PROJECT - APPLICATIONS

Filter: Filters [v] [Reset Filters] Sort: Sort By [v]

Name	Education	Grad Date	Date Applied	
Jordan Goldberg	Howard University Math	9/30/2021	7/24/2023	[☆] [🗄]
Kristin Schrader	Jackson State University Human Resources	5/17/2024	7/24/2023	[☆] [🗄]
Michele Aymold	Salisbury University Communications	5/1/2007	7/24/2023	[☆] [🗄]

Use these buttons to FAVORITE candidates or HIDE them from your view

Click Approve Applicant for this Project one the student(s) you want to work with and you are good to go!

4. Once you determine who you want to work with, click Approve Applicant for this Project from the Actions dropdown menu

PROJECTS - MY TEST PROJECT - APPLICATIONS - KRISTIN SCHRADER

Kristin Schrader

School: Jackson State University | Major: Human Resources (Other) | Graduation Date: 5/17/2024

Responses

- Why do you think we should select you for this opportunity?
This is an awesome test answer!

About

Hometown: Lowland, OH	Current Location: Urbana, MD	International: Yes
Hobbies: Traveling, Running, Skiing, Triathlon	Skills: Excel, PowerPoint	Long term Availability: No
Full-time Availability: No	Internship Availability: No	


Personal Statement

I am passionate about helping individuals obtain their professional goals and companies to connect with great talent.

Experience

Associate Director, InternPLUS and Military Career Programs | University of Maryland University College | 2/9/2015-6/31/2018
Adelphi, MD
Developed internship and other career-related programming for non-traditional and military students.

APPLIED


Kristin Schrader
[☆] [🗄]

Applied: 7/24/2023

Personal Statement

I am passionate about helping individuals obtain their professional goals and companies to connect with great talent.

Documents
[Add Work Profile - Schrader, K.A.H.](#)

You've selected a candidate and they've finished the project, now what? [Click here](#) to learn how to close out your project.

6. Closing out the project

How to Close Out Your Project

Once the Career Launcher has finished your project, you should mark the project as completed through your dashboard. A **COMPLETE PROJECT** button will be added to your project's dropdown window. You should click this button to notify Parker Dewey that your project is finished. This will ensure that the Career Launcher is added to the payroll for that month.

The screenshot shows a project dashboard for 'Lead Generation | Chicago, IL'. The project is managed by Parker Dewey, with 2 applicants and a department of Business Development. The start date is 02/11/2019. The project description is to identify 20 companies that have raised \$5-20 million during 2014-2015 and have at least 10 open job positions. The project is worth 20 estimated hours and \$400. The dashboard includes buttons for 'Remote', 'Share this project', 'VIEW APPLICANTS', 'COMPLETE PROJECT', and 'CANCEL PROJECT'. The 'COMPLETE PROJECT' button is highlighted with a red box.

Once you click **COMPLETE PROJECT**, you will be taken to a page where you can leave feedback on your Career Launcher. We encourage you to leave feedback as it is quite helpful for the Career Launcher's professional development.

The screenshot shows a notification titled 'This project is complete!'. It asks the user to leave feedback for each of their Career Launchers. A link to 'LEAVE FEEDBACK FOR JORDAN' is highlighted with a red box. Below the notification is a profile card for Jordan Goldberg at Temple University, with a 'Hired' button and a 'DETAILS' dropdown.

After clicking **LEAVE FEEDBACK**, you will be prompted to fill out a brief evaluation on your Career Launcher. The scale for the evaluation is "Expect More from an Intern or New Hire" through "Executed like an Industry Veteran". You can also leave comments for the student as well as a confidential note to Parker Dewey. Once you're finished leaving feedback, click **SUBMIT FEEDBACK** at the bottom.

The screenshot shows a feedback form titled 'Leave Feedback for Casey O'Connell'. The form has a rating scale from 'EXPECT MORE FROM AN INTERN OR NEW HIRE' to 'EXECUTED LIKE AN INDUSTRY VETERAN'. The scale is divided into three sections: 'EXPECT MORE FROM AN INTERN OR NEW HIRE', 'AS EXPECTED FOR AN INTERN OR NEW HIRE', and 'IMPRESSIVE FOR A CAREER LAUNCHER'. The form includes a 'Public' comment field, a 'Confidential to Student' field, and a 'Confidential to Parker Dewey' field. A 'SUBMIT FEEDBACK' button is at the bottom.