WIL Position: Important Dates & Procedures Checklist

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| Draft Position Title/Description | |
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| Institution Partner | Ideal Position Start and End Dates |
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| **Important Dates** | **January to April** | **May to August** | **September to December** |
| **Planning the WIL Position** |  |  |  |
| **Post, Interview, and Hire** |  |  |  |
| **WIL Experience** |  |  |  |

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| Procedures | |
| Institution Partner Contact Name: |  |
| Institution Partner Contact Information: |  |
| WIL Position Portal Link: |  |
| WIL Position Job Description Complete? | Yes  No |
| WIL Position posting deadline: |  |
| When will I receive applications? |  |
| How will I receive applications? (e.g. by email, log into posting portal, etc.) |  |
| When will I review applications? |  |
| How do I select candidates to interview? (e.g. direct contact, through portal, etc.) |  |
| Who schedules the interviews? | The Institution  My organization  Other |
| How do I select WIL students to hire? | Direct Offer  Rank/Match  Assigned Students  Other |