WIL Position: Important Dates & Procedures Checklist

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| Draft Position Title/Description |
|       |
| 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       |