

# 10 Steps to SciTech: Employer Guide

A user-friendly guide on how to navigate the SciTech Internship Program -from signing up, to concluding a successful internship.

## **1. Enroll in SciTech & Activate Your Account**

If you're new to SciTech, small to mid-sized companies can enroll for free and create a employer account by submitting the Employer Registration Form.

If you had an account prior to 2026 and are trying to log in, email [piper@mntech.org](mailto:piper@mntech.org) to activate your updated SciTech employer account. An activation email will be sent to you.

## **2. Eligibility Confirmation**

SciTech staff will verify your organization and confirm program eligibility (company is registered to do business in Minnesota, has less than 250 employees worldwide, and is STEM-aligned/ has paid STEM internship positions to fill).

New applicants are reviewed and approved within 42 hours. A confirmation email with employer guidelines and login instructions will be sent to you.

## **3. Participate in Your New Program Year/ New Participant Check-In**

Attend a 30-minute onboarding call/ Teams meeting to review the program timeline, wage match availability, and to share your recruitment priorities.

## **4. Review Employer Guidelines & Prepare Your Job Posting**

Review intern payment requirements, communication expectations and general participant guidelines. Once confirmed, you may submit your job postings for SciTech approval.

SciTech staff are available to assist with writing job descriptions and internship planning should you need it.

## **5. Post the Opportunity & Begin Candidate Review**

SciTech staff reviews and approves your job postings. Once live on the job board, SciTech staff will be in touch with custom candidate referrals while active students on the site may also apply independently.

## **6. Interview Candidates & Keep SciTech Updated**

Respond to all SciTech student application inquiries within five business days. Schedule interviews within two weeks of candidate introductions.

If the referred candidates aren't a good fit or you're not seeing the desired level of applicant activity, contact SciTech staff and new candidates will be referred.

## **7. Report Your Hire**

When a decision has been made, send your candidate an official offer letter. Once the student accepts your job offer, Submit the Report a Hire Form to confirm your internship.

If wage matches are available, you'll be alerted to your eligibility to reserve internship funds. (Wage matches are provided by partner colleges and act as a wage reimbursement to support intern hiring and onboarding, capped at \$2,500 per intern).

## **8. Complete Pre-Internship Preparation**

Confirm internship readiness with SciTech staff—mentor assignment for your intern, student access to necessary tech, tools, communication channels, onboarding tasks outlined, internship goals established.

## **9. Support Your Intern & Participate in Mid-Summer Check-Ins**

Run internship according to program guidelines, providing a welcoming, safe work environment with hands-on tasks and opportunities for on-the-job learning.

Take the 30-day check-in survey to share mid-internship satisfaction and feedback. SciTech staff will be in touch to schedule a month-in site visit (no more than 45 minutes, in-person preferred with virtual options available) to learn more about your company, see how the internship is going and take pictures to celebrate internship success and help promote the program.

## **10. Wrap Up the Internship & Submit Final Documentation**

Conduct end-of-internship activities (such as intern presentations and exit interviews) and submit any necessary wage-match reimbursement document.

If you reserved a wage match as part of your hire, SciTech staff will be in contact to support document signing, collecting and submitting to meet program deadlines.