Mohamed bin Zayed University
of Artificial Intelligence
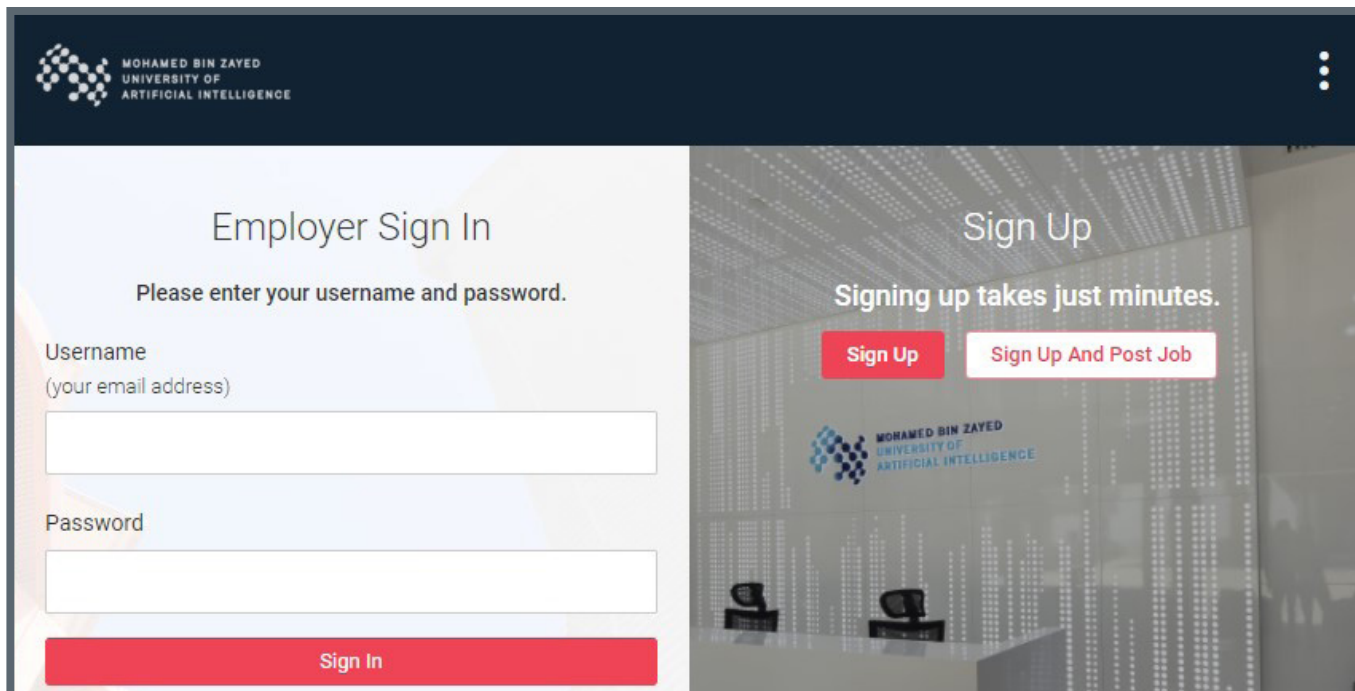
Employer Internship Manual

MBZUAI Employer Internship Manual

Log in to your MBZUAI Employer Portal:
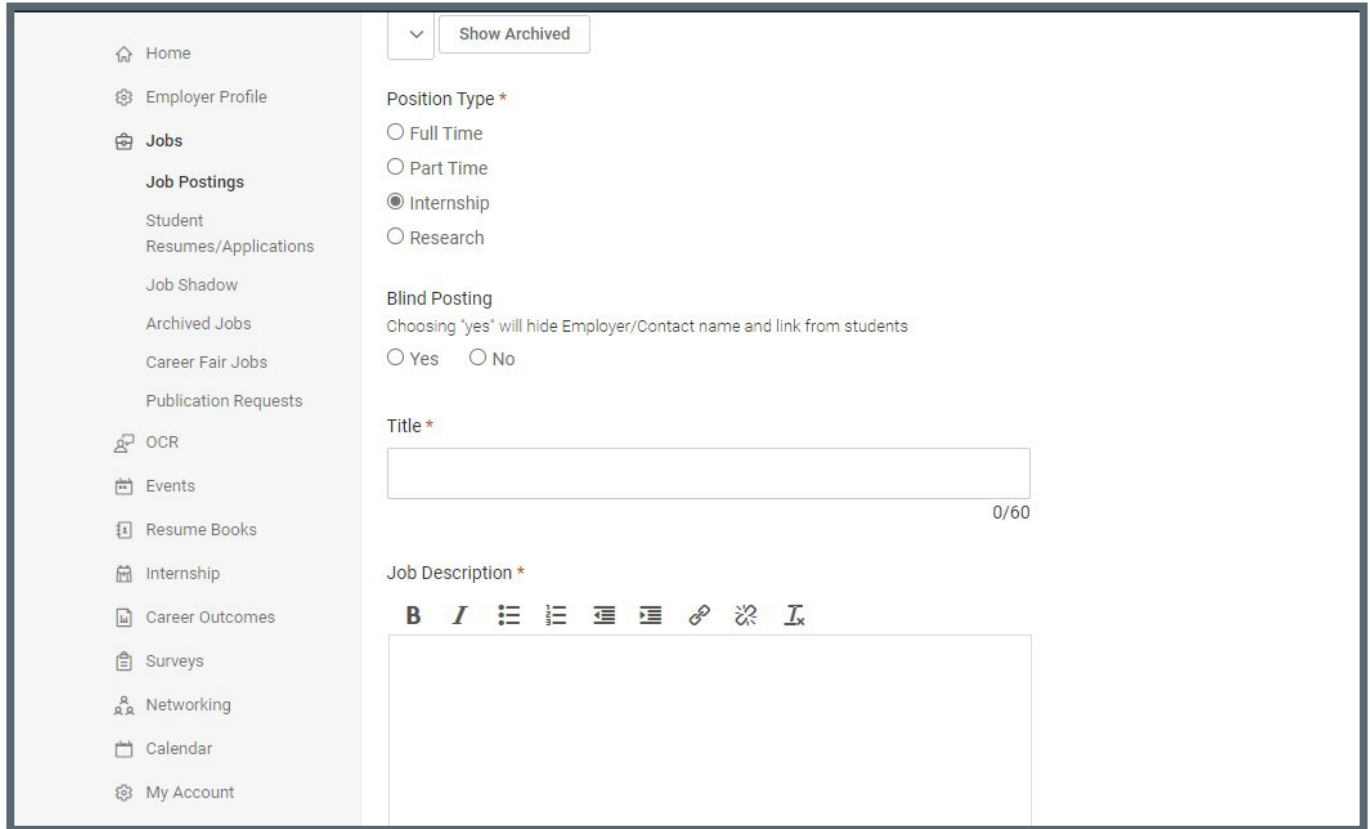**https://mbzuai-csm.symplicity.com/employers**

Via the Jobs & Internships tab (shown on the right-hand side tool bar), advertise internship opportunities by clicking on "Create Job Posting".
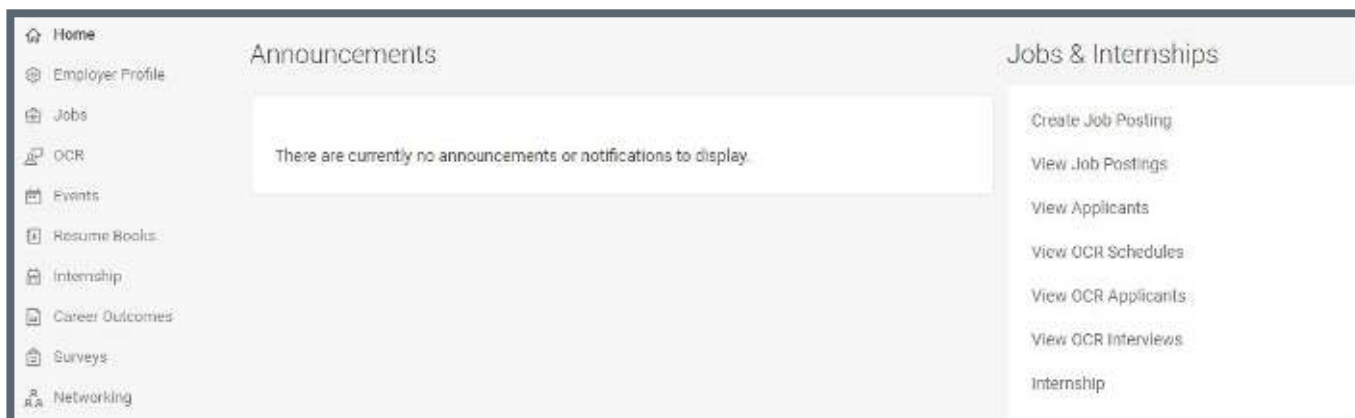
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Select internship and proceed to fill out the relevant fields including the internship description (shown as Job Description on the system).
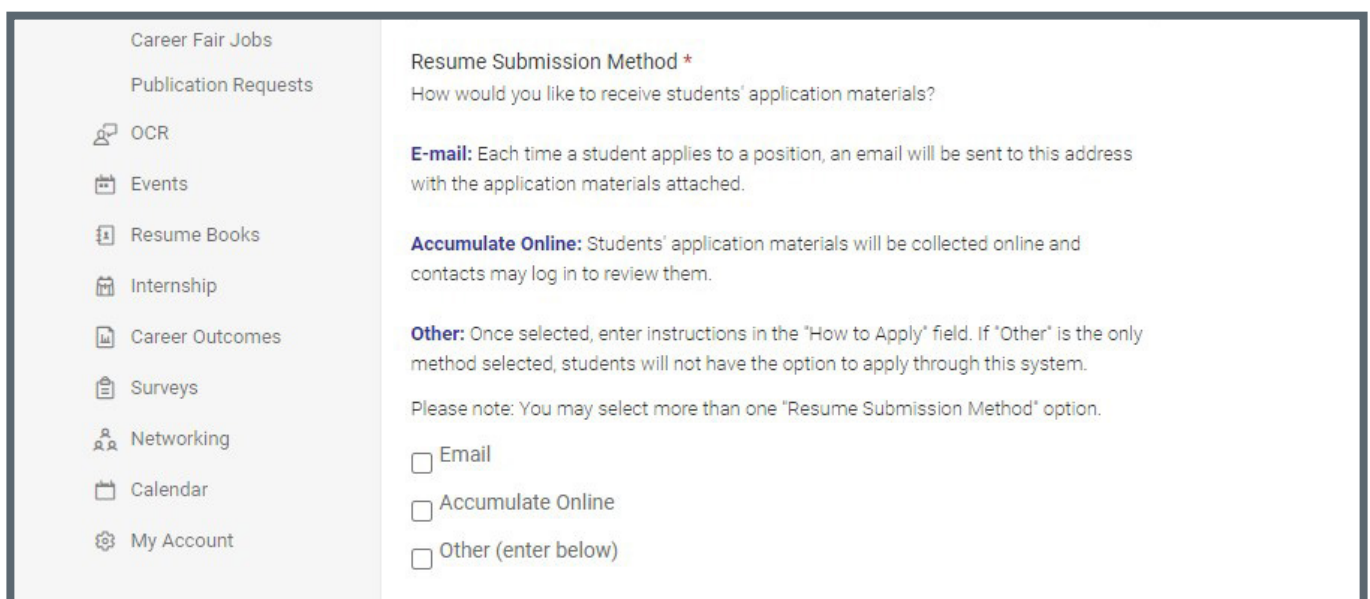

Then choose how you would like students to submit their resume (we suggest both E-mail & Accumulate Online as shown in the diagram below).
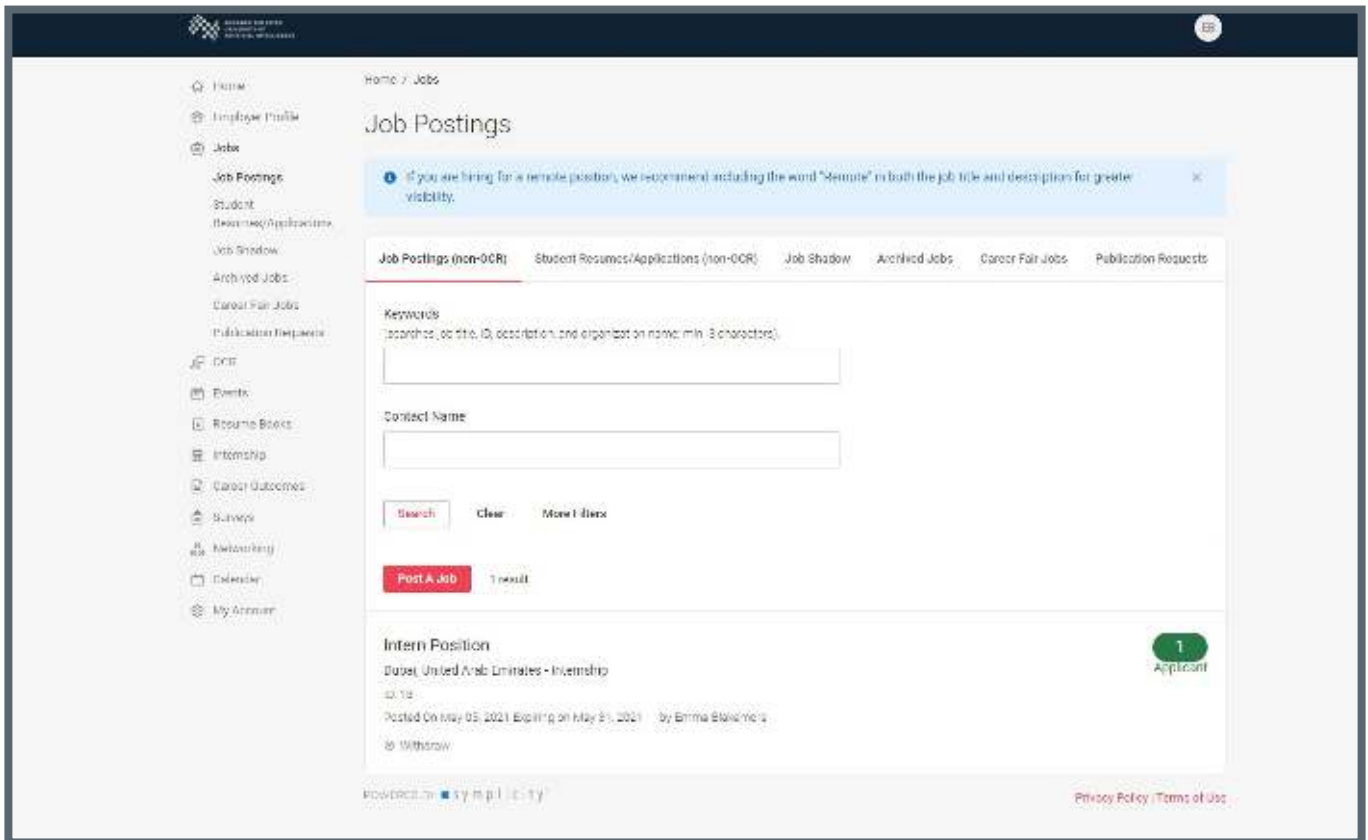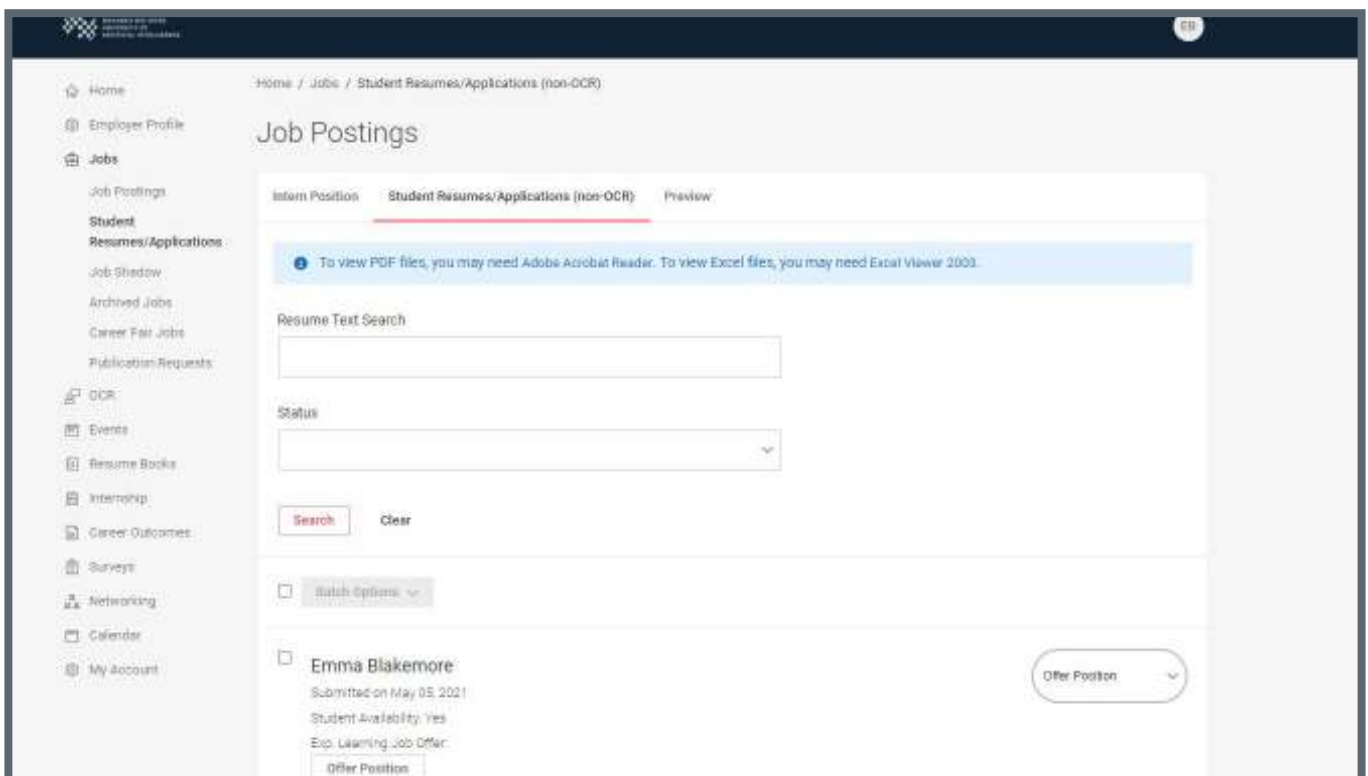
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**Under the Job Postings tab, you shall be able to view the number of applicants to the position.**

You will then be able to select whether you would like to offer the position from the drop down menu and also rank the student in order of preference compared to other applicants who have applied for the same position:
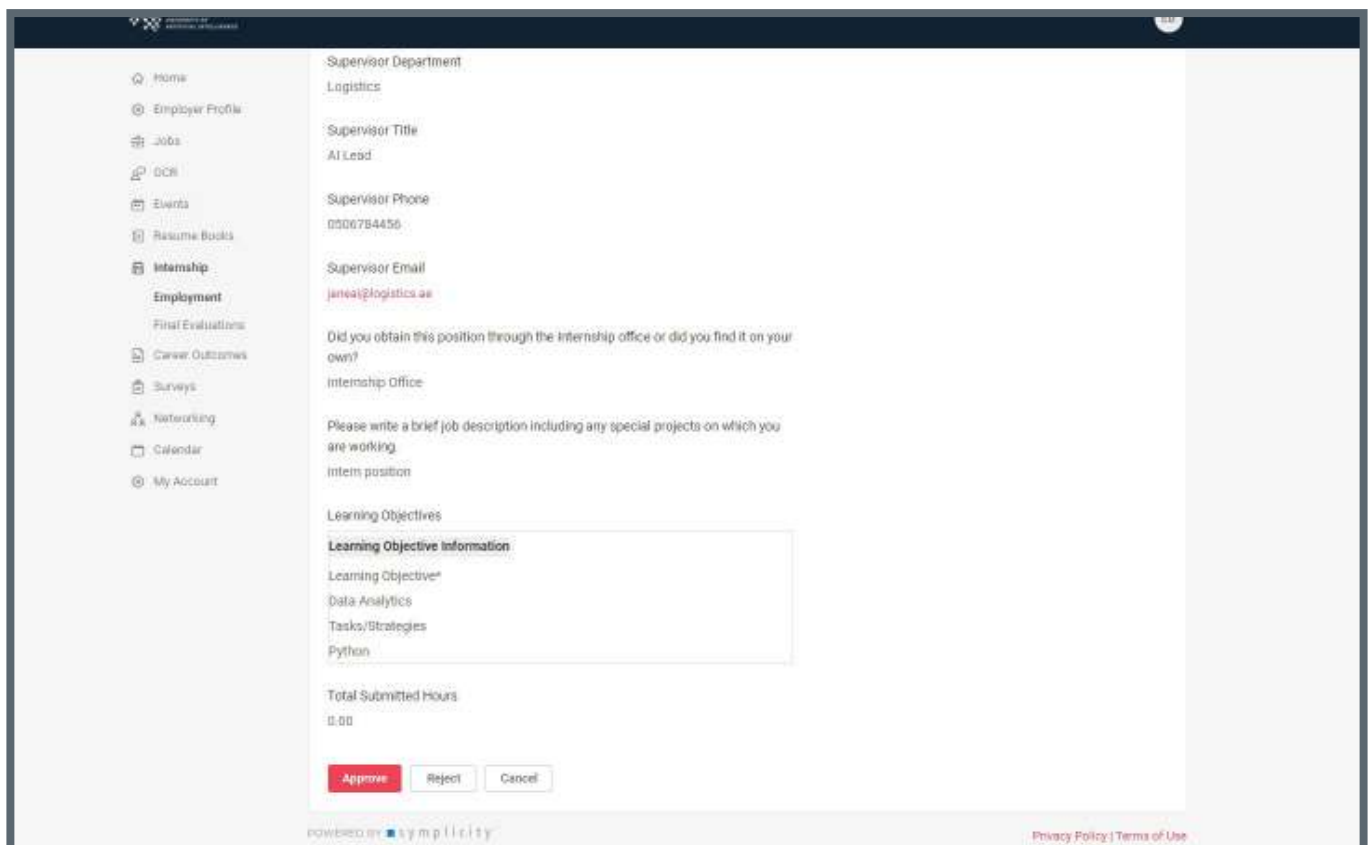
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**You will receive alerts once a student applies to your position**
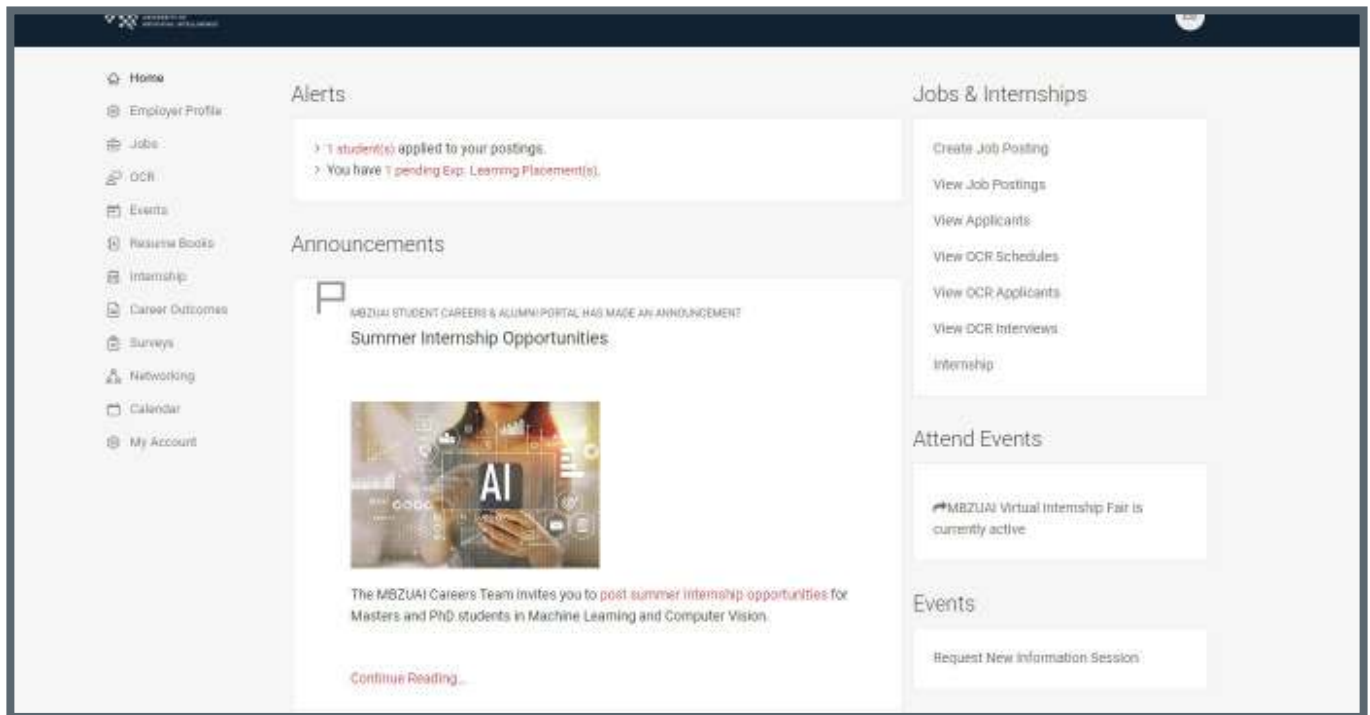
Once the student has accepted the offer of the internship, they will meet with their MBZUAI Academic Advisor to agree the Learning Outcomes, which are recorded on the portal.

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You will receive a notification to also approve these learning outcomes within the context of the internship you have offered.
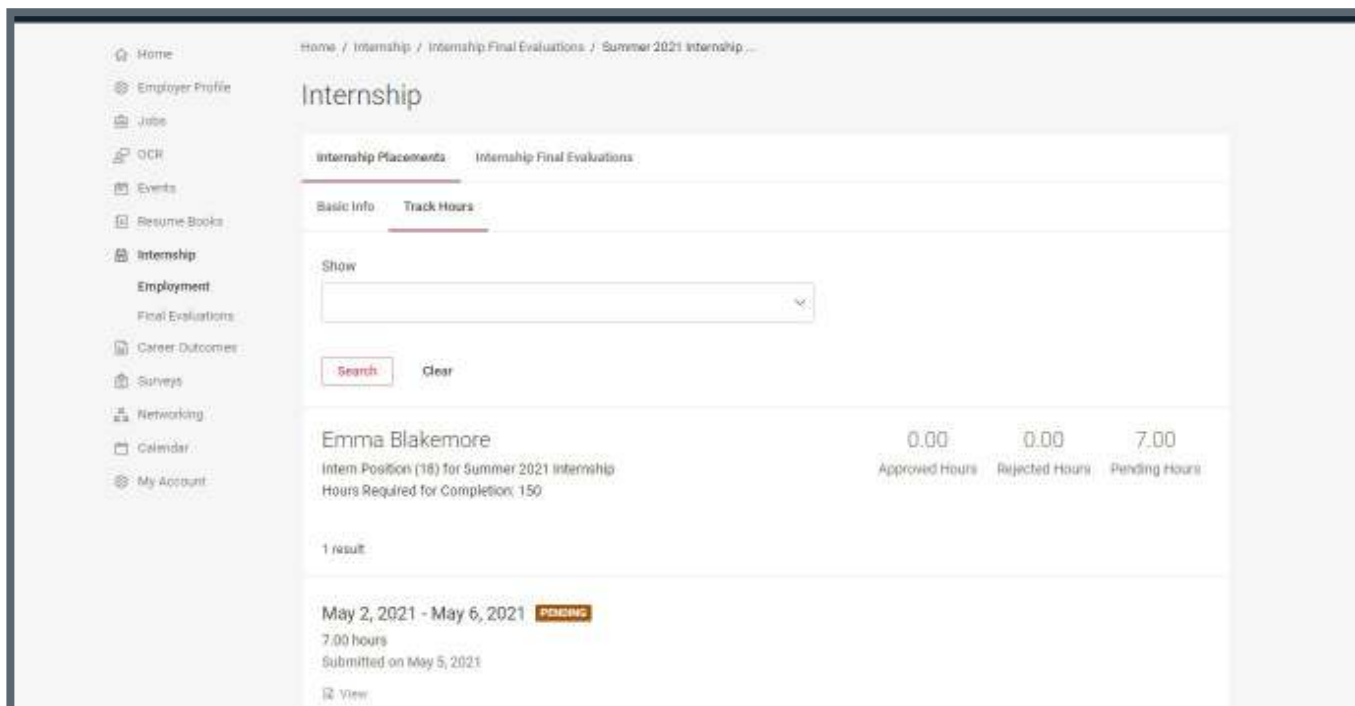
Under Internship/Employment/Internship Placements you will be able to track the hours that the student will submit each week to "approve" that these are the correct number of hours entered.

Upon completion of the student's internship, you shall be asked to complete the MBZUAI Internship Evaluation Form which shall be shared with you via email by the MBZUAI Student Careers team.

Thank you.