

MOHAMED BIN ZAYED
UNIVERSITY OF
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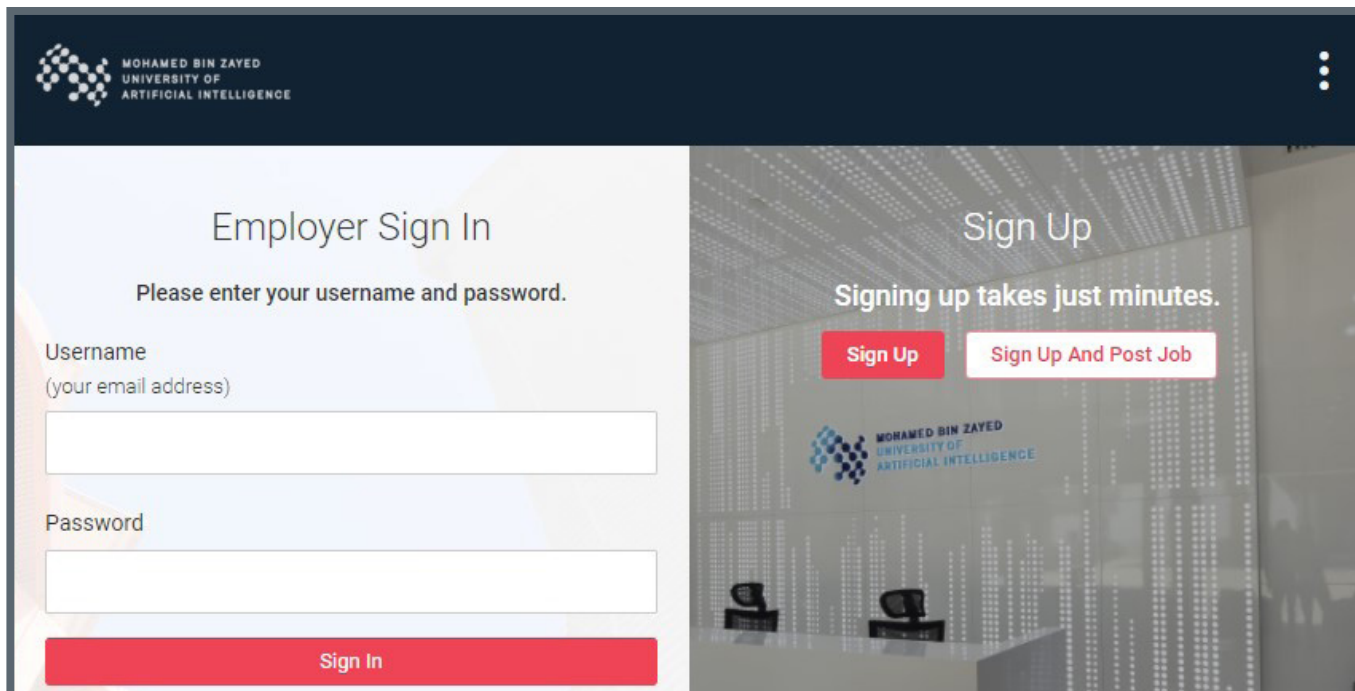
Mohamed bin Zayed University
of Artificial Intelligence

Employer Internship Manual

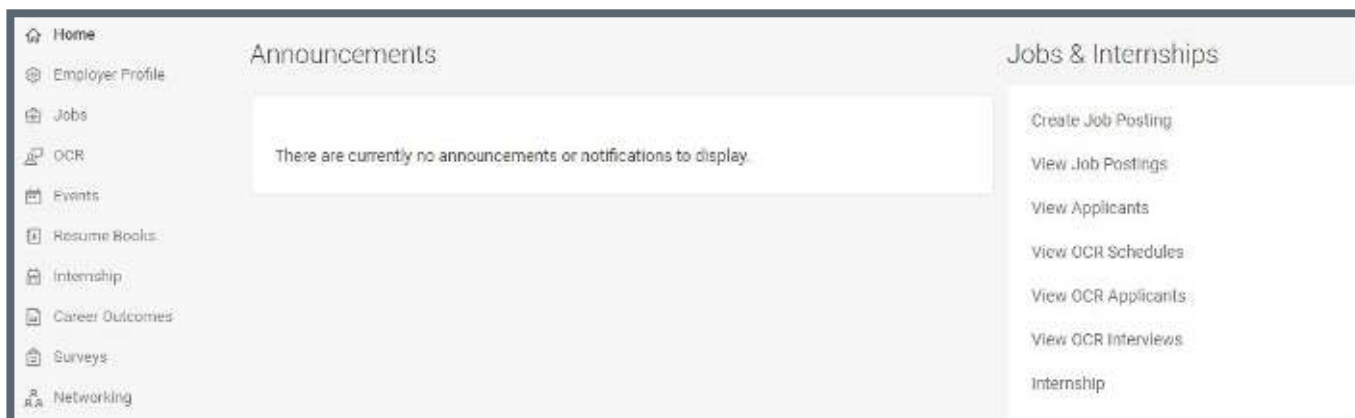
MBZUAI Employer Internship Manual

Log in to your MBZUAI Employer Portal:

<https://mbzuai-csm.symplicity.com/employers>

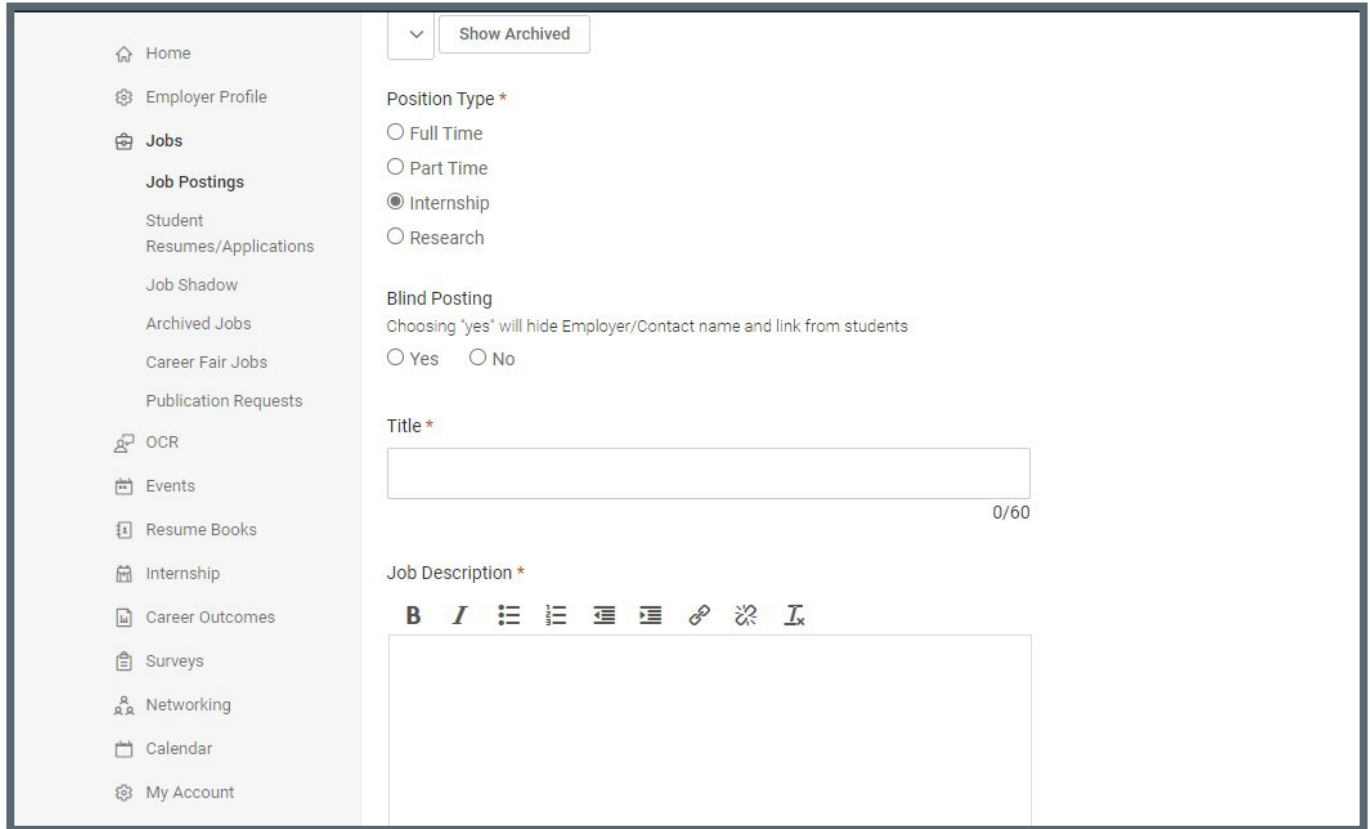


Via the **Jobs & Internships** tab (shown on the right-hand side tool bar), advertise internship opportunities by clicking on **“Create Job Posting”**.



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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).



Home

Employer Profile

Jobs

Job Postings

Student Resumes/Applications

Job Shadow

Archived Jobs

Career Fair Jobs

Publication Requests

OCR

Events

Resume Books

Internship

Career Outcomes

Surveys

Networking

Calendar

My Account

Show Archived

Position Type *

Full Time

Part Time

Internship

Research

Blind Posting

Choosing "yes" will hide Employer/Contact name and link from students

Yes No

Title *

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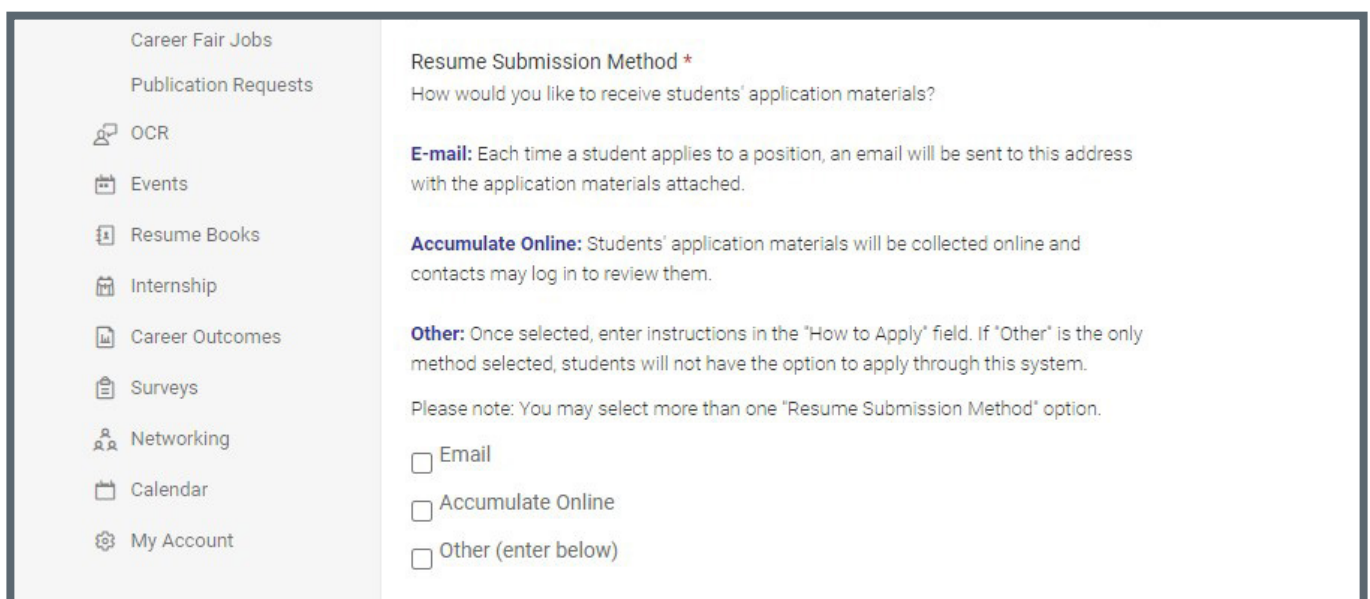
Job Description *

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Then choose how you would like students to submit their resume (we suggest both E-mail & Accumulate Online as shown in the diagram below).



Career Fair Jobs

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OCR

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My Account

Resume Submission Method *

How would you like to receive students' application materials?

E-mail: Each time a student applies to a position, an email will be sent to this address with the application materials attached.

Accumulate Online: Students' application materials will be collected online and contacts may log in to review them.

Other: Once selected, enter instructions in the "How to Apply" field. If "Other" is the only method selected, students will not have the option to apply through this system.

Please note: You may select more than one "Resume Submission Method" option.

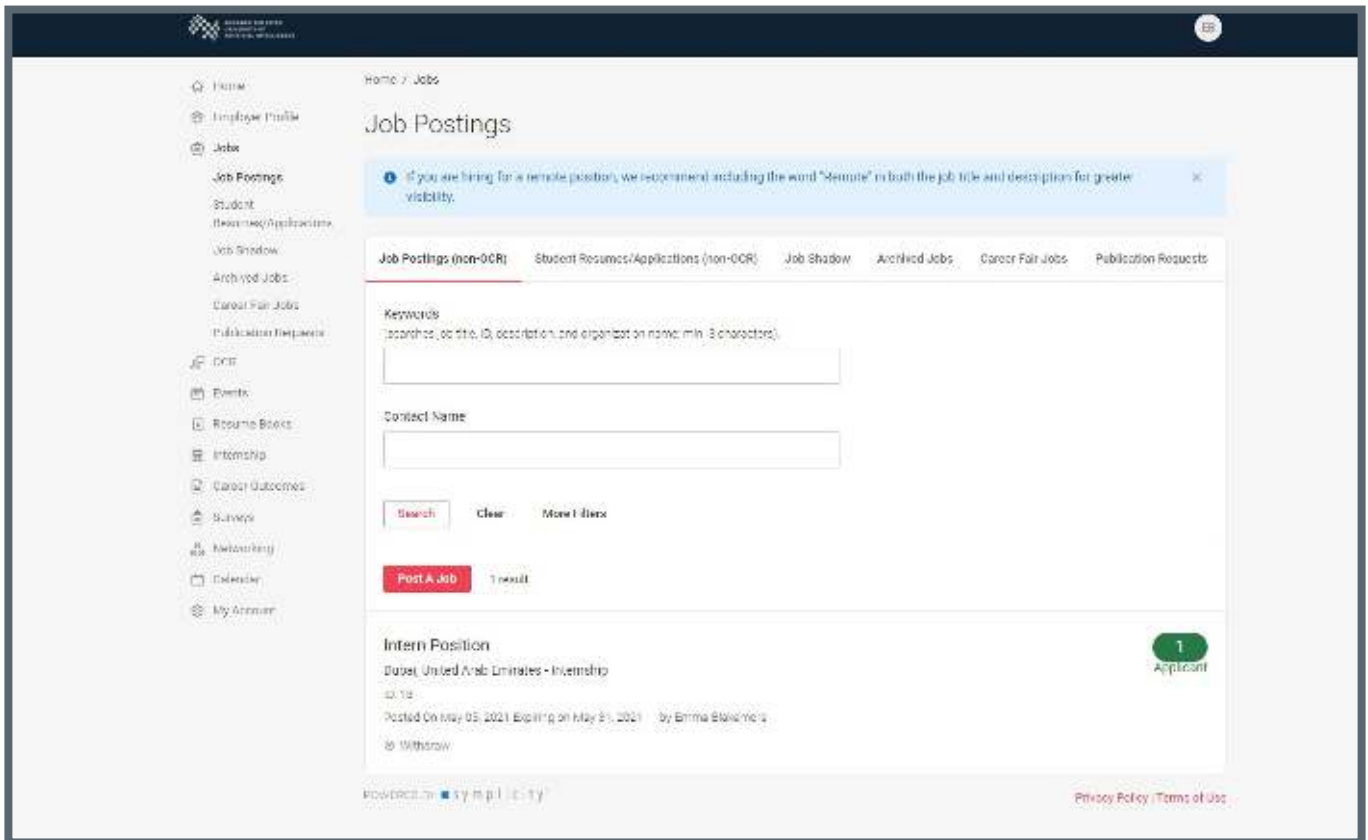
Email

Accumulate Online

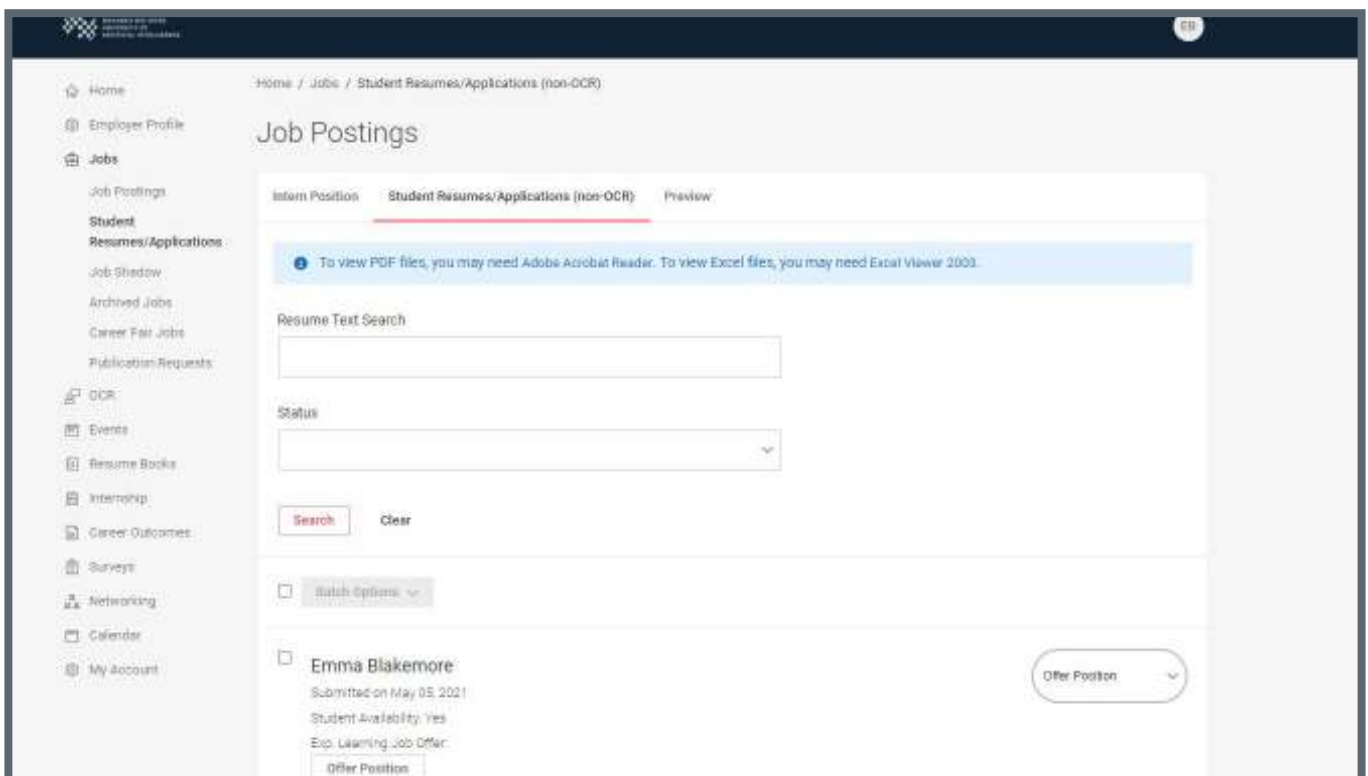
Other (enter below)

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Under the Job Postings tab, you shall be able to view the number of applicants to the position.

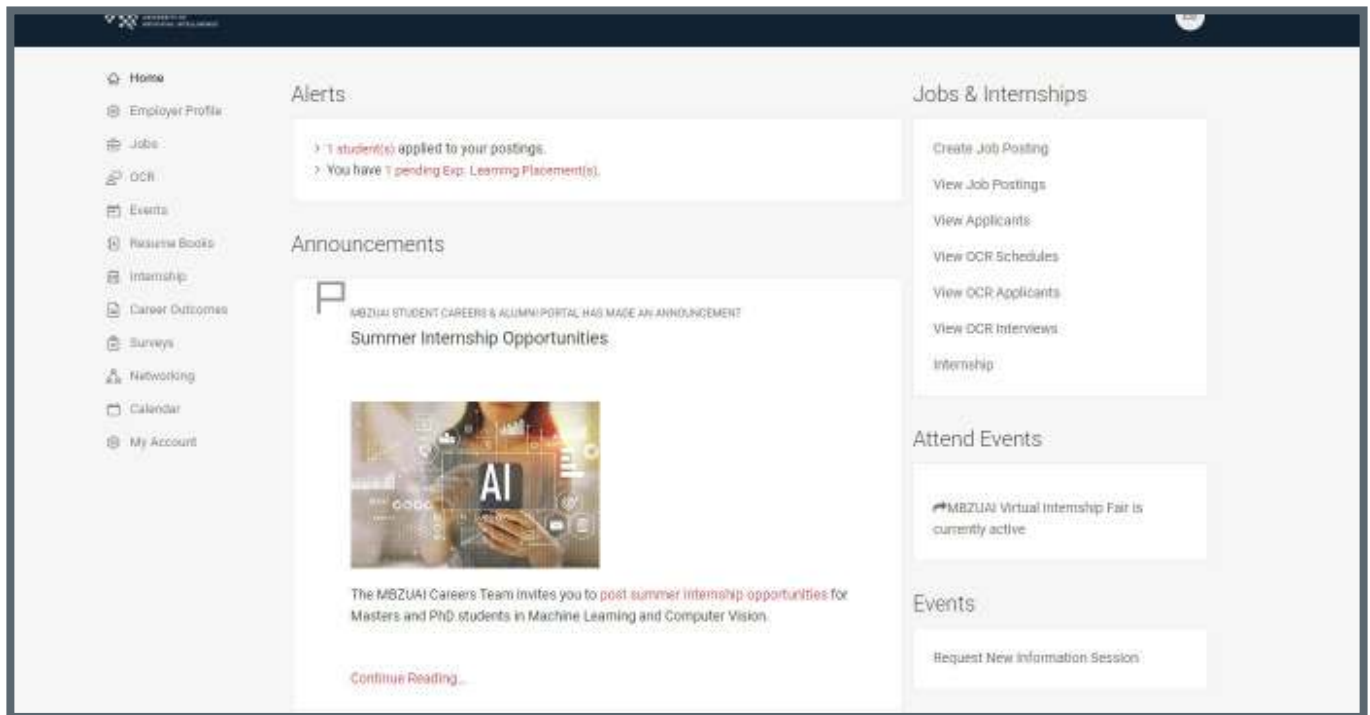


You will then be able to select whether you would like to offer the position from the drop down menu and also rank the student in order of preference compared to other applicants who have applied for the same position:

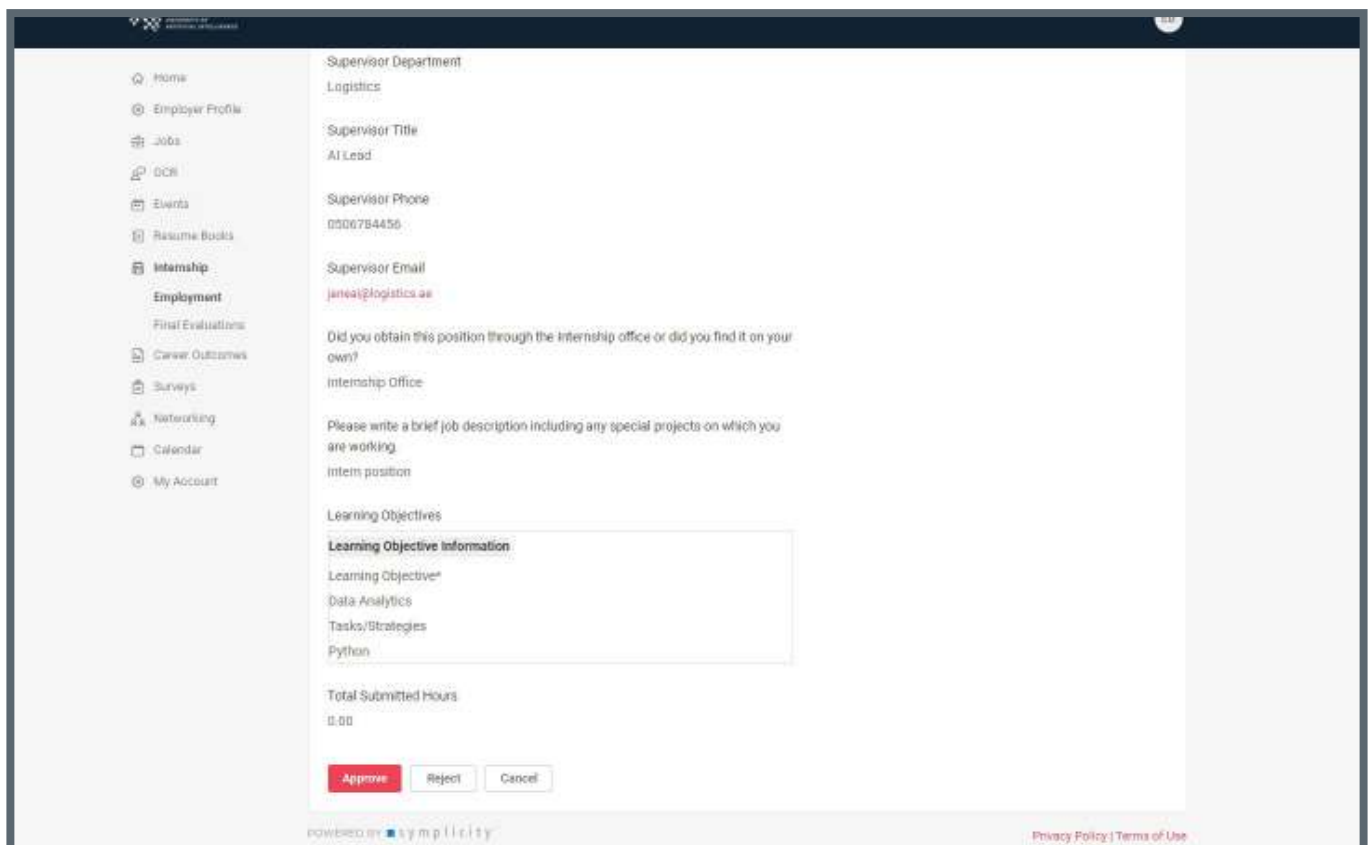


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You will receive alerts once a student applies to your position

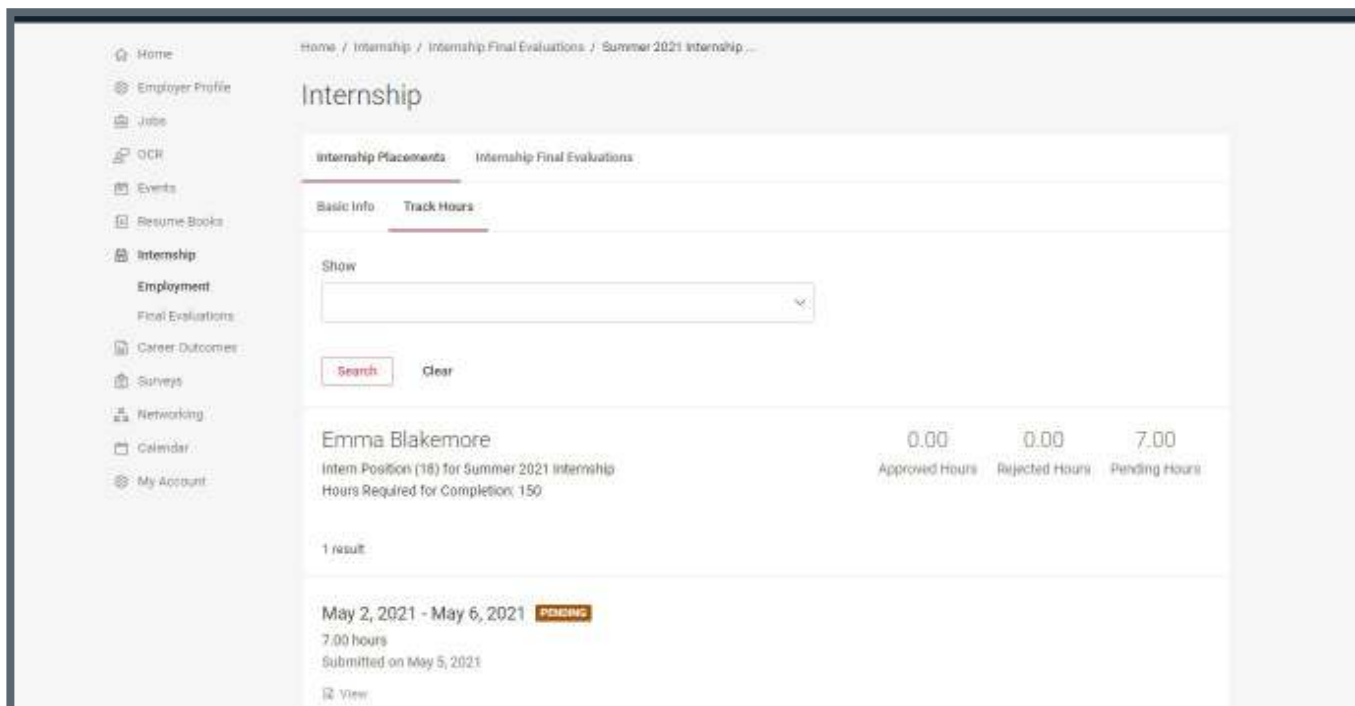


Once the student has accepted the offer of the internship, they will meet with their MBZUAI Academic Advisor to agree the Learning Outcomes, which are recorded on the portal.



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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.