

Mohamed bin Zayed University of Artificial Intelligence

Employer Internship Manual

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

MOHAMED BIN ZAYED UNIVERSITY OF ARTIFICIAL INTELLIGENCE	:
Employer Sign In Please enter your username and password.	Sign Up Signing up takes just minutes.
Username (your email address)	Sign Up Sign Up And Post Job
Password	
Sign In	

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

슈 Home	Announcemente	John & Internehine	
Employer Profile	Announcements	Jobs & internships	
会 Jobs		Create Job Posting	
P OCR	There are currently no announcements or notifications to display.	View Job Postings	
芭 Events		View Applicants	
E Resume Books		View OCR Schedules	
🗎 internship		View OCR Applicante	
Career Outcomes		View Ock Approxima	
🖨 Gurveys		View OCR Interviews	
${}_{\!$		Internship	

Select internship and proceed to fill out the relevant fields including the internship description (shown as Job Description on the system).

ல் Home	✓ Show Archived
Employer Profile	Position Type *
嵒 Jobs	O Full Time
Job Postings	O Part Time
Student Resumes/Applications	Internship Research
Job Shadow	Blind Posting
Archived Jobs	Choosing "yes" will hide Employer/Contact name and link from students
Career Fair Jobs	O Yes O No
Publication Requests	
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Events	
🗈 Resume Books	0/60
🖻 Internship	Job Description *
Career Outcomes	BI HE HE HE HE & KAR IX
🖹 Surveys	
م Networking	
🛗 Calendar	
l My Account	

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	Basuma Submission Mathad *
	Publication Requests	How would you like to receive students' application materials?
8	OCR	E-mail: Each time a student applies to a position, an email will be sent to this address
<u></u>	Events	with the application materials attached.
(I	Resume Books	Accumulate Online: Students' application materials will be collected online and
Ē	Internship	contacts may log in to review them.
L	Career Outcomes	Other: Once selected, enter instructions in the "How to Apply" field. If "Other" is the only
Ê	Surveys	method selected, students will not have the option to apply through this system.
<u>д</u> дд	Networking	
	Calendar	
6	My Account	Other (enter below)

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

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Q Forme	Home 7 Jobs
🕆 Timplayer Paulile	Joh Postings
(d) Jobs	ucu i vadilga
Job Postings	If you we bring for a remote position, we recommend including the word "Kerrote" in both the job title and decorption for greater
Student (tearmesc/Applicaciume	visibility.
Job Shadow	Job Postings (non-OCR) Student Resumes /Applications (non-OCR) Job Shadow Archived Jobs Career Fair Jobs Publication Resuests
Archived Jobs	
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	Intern Position
	Dubai, United Arab Eminates - Interneting Applicant
	-12.12
	Posted On May 05, 2021 Explining on May 81, 2021 by Emma Biolecine 1
	8 Withstow
	POWDER THE REV HEALTH TWO POWDER AND IN THE ADDRESS OF THE ADDRESS

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:

W militan		
🕆 Home	Home / Jobs / Student Resumes/Applications (non-DCR)	
Employer Profile	Job Postings	
🗇 Jobs		
Job Postings	Intern Position Student Resumes/Applications (non-OCR) Preview	
Student Recomment/Applications		
Job Shedow	To view PDF files, you may need Adobs Acrobat Reader. To view Excel files, you may need Excel Viewer 2003.	
Archived Jobs		
Gareer Fair Jobs	Resume Text Search	
Publication Requests		
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E Internation		
Gareer Outcomes	Search Clear	
🖞 Saveja		
$\frac{\partial}{\partial A}$. Networking	🔲 ifanah Spriana 🐱	
📇 Calendar		
All My Account	Emma Blakemore	Offer Position
	Submitted on May 05, 2021	
	Exp. Learning Job Offer:	
	Offer Position	

You will receive alerts once a student applies to your position

* X		
Q Home B Employer Profile	Alerts	Jobs & Internships
⊕ Jobe gP OCR	 > 1 student(s) applied to your postings. > You have 1 peodeg Exp. Learning Placement(s). 	Create Job Posting View Job Postings
🕾 Exerna 18: Pessense Books 18: Internation	Announcements	View Applicants View DOR Schedules
Dareer Outcomes	Summer Internship Opportunities	View DCR Applicants View DCR Interviews
A Networking		Attend Events
	Al	MBZUAI Victual Internship Fair is currently active
	The MBZUAI Caleers Team invites you to post summer intenship opportunities for Masters and PhD students in Machine Learning and Computer Vision.	Events
	Continue Reading	Request New Information Session

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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(Q) Mome @ Employer Profile කි: Joba	Supervisor Department Logistics Supervisor Title All Load	
gP 0CH El Events 10 Resume Books 局 Internahip	Supervisor Phone ndtx784456 Supervisor Email	
Employment Final Evaluations D Career Outcomes D Surveys	Janeal@logistics as Did you obtain this position through the internation office or did you find it on your own? Internation Office	
a [™] _A , Noteoniting □ Celendar ⊗ My Account	Please write a brief job description including any special projects on which you are working, intern position Learning Objectives	
	Learning Objective Information Learning Objective* Data Asalytics Tasko/Bitategies Python	
	Approve Reject Cancel poweercomy a Ly m p licity	Privacy Policy Terms of Use

You will receive a notification to also approve these learning outcomes within the context of the internship you have offered.

@ Home	Home / Internahip / Internahip Final Evaluations / Sammer 2021 Internahip
 Employer Profile Jube 	Internship
Core Core Core Core Core Core Core Core	Intensitip Placementa Intensitip Final Evaluations Basic Info Track Hours Show
▲ Surveys 죠 Networking □ Celendar 응 My Account	Search Clear Emma Blakemore 0.00 0.00 7.00 Intern Position (16) for Summer 2021 Internship Hours Regulated for Completion: 150 Approved Hours Rejected Hours 1 result
	May 2, 2921 - May 6, 2021 Stateme 7.00 hours Submitted on May 5, 2021

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.

View Hours	×
Status	
Pending	
Submitted on May 5, 2021	
Week Start Date	
May 2, 2021	
Week End Date	
May 6, 2021	
Hours	
7.00	
Tasks	
Built model	

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.