

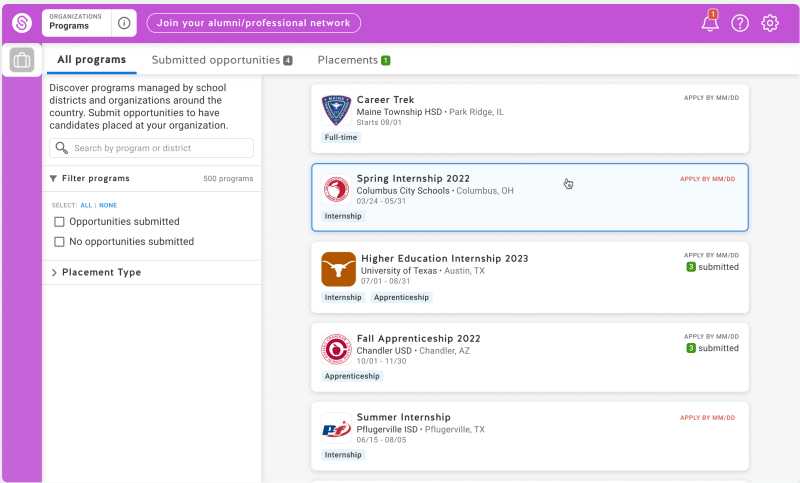
# The Sponsor's Guide to SchoolLinks' Programs

A program is a work-based learning initiative created by a district or school and made up of multiple opportunities sponsored by industry partners. Submit opportunities to have candidates placed at your organization.

## How to join a program

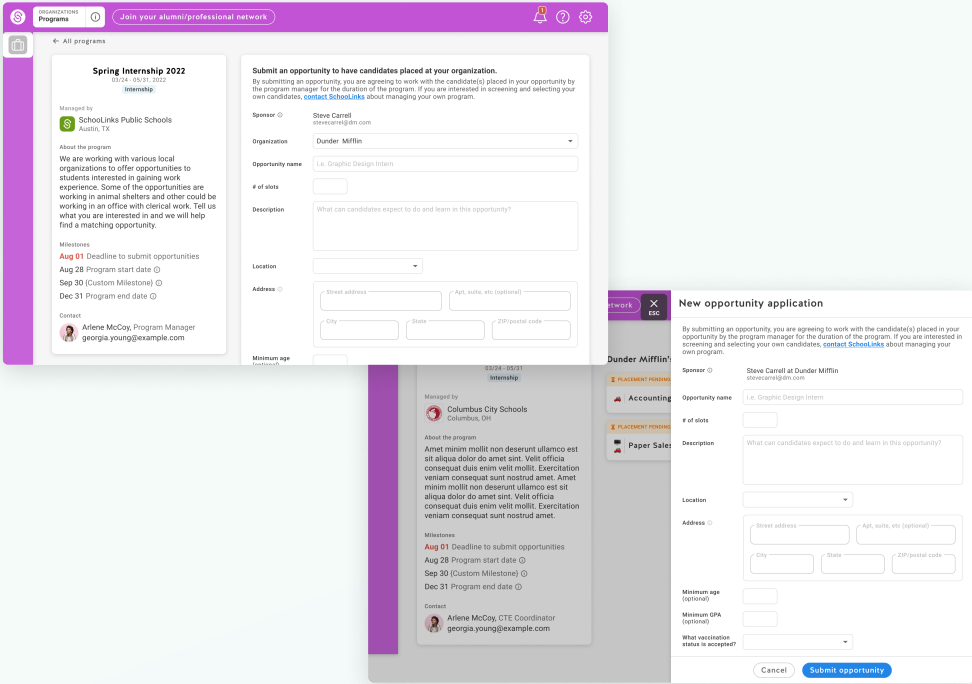
### Browse programs

Discover programs managed by school districts and organizations around the country. As a **sponsor**, supervise **candidates** (students and recent alumni) in gaining work experience.



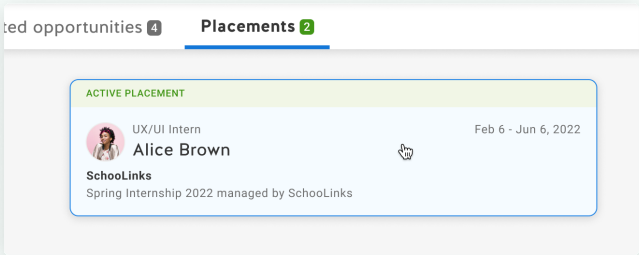
### Submit opportunities

Submit an opportunity to have candidates placed at your organization.



### Meet your candidates

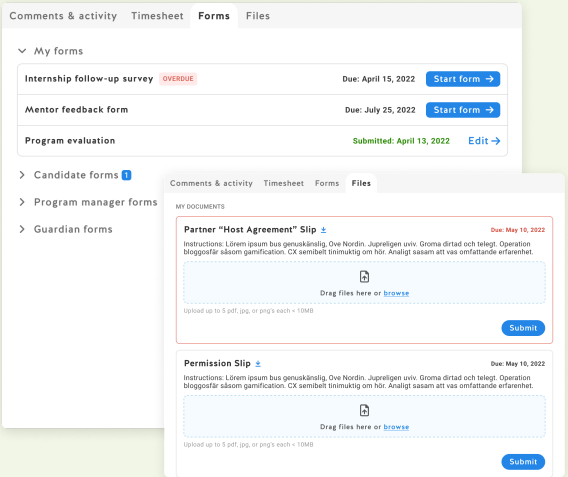
A **program manager** will review candidate applications to find a match for your opportunity. You will receive a notification when they do so and can access more information in the "My Placements" tab.



## Program features

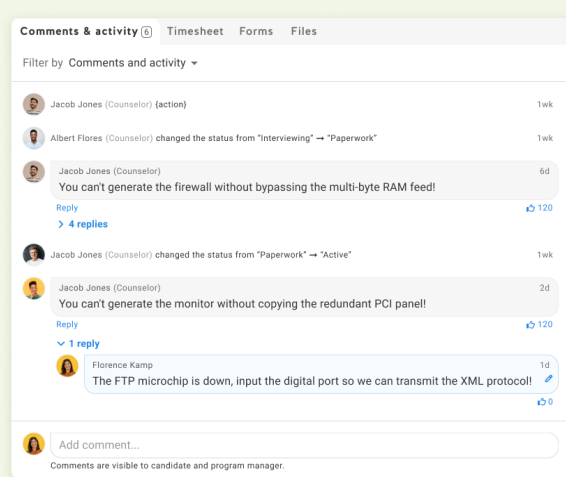
### Complete tasks

Program managers may assign forms to you or upload files for you to access. You can find all assigned tasks in the placement detail page



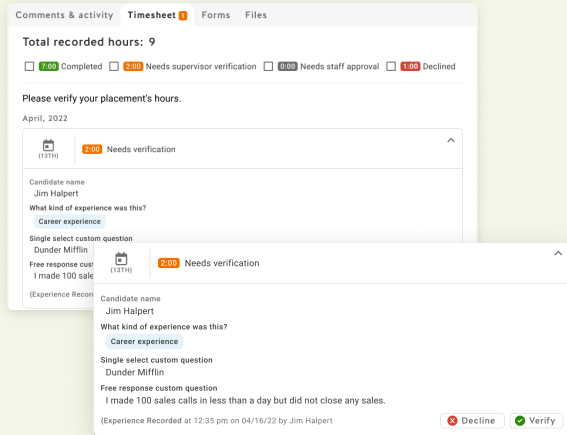
### Centralize communication

Leave comments that are shared with the program manager and candidate. Comments are stored so you can return to them at a later date.



### Verify experiences

If you are working with student candidates, their hours or participation may need your verification. If so, you can verify their hours in the timesheet tab.



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## Opportunity List

Search for a program that matches the opportunities you can provide

The screenshot shows the Career Trek application portal interface. At the top, there's a purple navigation bar with a search icon and the text "Browse programs". Below this, a green callout box points to the "Meet your candidates" button. The main content area has a sidebar on the left with a "Filter programs" section showing "500 programs" and a "Placement Type" section. The main area displays a list of opportunities, including "Spring Internship 2022" by Columbus City Schools, "Higher Education Internship 2023" by University of Texas, "Fall Apprenticeship 2022" by Chandler USD, and "Summer Internship" by Pflugerville ISD. A green callout box points to the "Submit opportunities" button on the right side of the list.

## Placement Detail View

Use the placement detail tabs to complete necessary tasks and keep in contact with your candidate

ORGANIZATIONS Programs

Join your alumni/professional network

Verify experience entries

My placements

Access candidate's profile

Spring Internship 2022

Mar 24- May 31, 2022 Internship

View candidate profile

Managed by

SchoolLinks Public SchoolLinks Austin, TX

About the program

The Spring Internship 2022 program provides work experience that is directly associated to a student's academic program and career goals. In this program, students get the experience of public service and can enhance their goals. Students will apply theories and work on projects which give a real-life meaning to their classroom study.

Milestones

Aug 01 Deadline to submit opportunities

Aug 28 Program start date

Dec 31 Program end date

Contact

Arlene McCoy, Program Manager georgia.young@example.com

Comments & activity 6 Timesheet Forms Files

Complete assigned tasks

Filter by Comments and activity

Jacob Jones (Counselor) {action} 1wk

Albert Flores (Counselor) changed the status from "Interviewing" → "Paperwork" 1wk

Jacob Jones (Counselor) 6d

You can't generate the firewall without bypassing the multi-byte RAM feed! 120

Reply > 4 replies

Jacob Jones (Counselor) changed the status from "Paperwork" → "Active" 1wk

Jacob Jones (Counselor) 2d

You can't generate the monitor without copying the redundant PCI panel! 120

Reply < 1 reply

Florence Kamp 1d

The FTP microchip is down, input the digital port so we can transmit the XML protocol! 0

Add comment...

Leave comments

Comments are visible to candidate and program manager.



# SchoolLinks