

# MAYOR'S INTERN FELLOWS PROGRAM

INTERNSHIP • COMMUNITY • LEADERSHIP • EMPOWERMENT



# Internship Partner Online Data Portal Manual

# MAYOR'S INTERN FELLOWS PROGRAM

INTERNSHIP • COMMUNITY • LEADERSHIP • EMPOWERMENT



Topic	Page Number(s)
Interviewing Options	2
Log into the MIFP online portal	3-5
Search scholars online using the online resume search	6-10
Search scholars using the bulk resume search	11-13
Sign up for the MIFP Job Fair	14
Next Steps	15-16

## Job Fair Interviewing & Selection Options!

Search scholars using the online resume search

I will use the online resume search to look for students to interview

I will input my selections online who I would like to interview

Search scholars using the bulk resume search

I will use bulk resume search to look for students in highly selected industries

I will input my selections online who I would like to interview

Interview student walk up at the job fair only

I will not search for students online or using the bulk resume search

I will only interview walk up students at the Job Fair

No student interview

I will not participate in the job fair

I will input the student(s) I want to hire online with my rank preference



# Mayor's Intern Fellows Program

## Log into the MIFP online portal



1. Log into the Mayor's Intern Fellows Program Web-Site: [www.mayorsinterns.org](http://www.mayorsinterns.org).
2. Click the button titles: Company / Nonprofit login".

**MAYOR'S INTERN FELLOWS PROGRAM**  
 INTERNSHIP • COMMUNITY • LEADERSHIP • EMPOWERMENT

HOME | CONTACT US

INTERNSHIP PARTNER SIGN-UP    **COMPANY / NONPROFIT LOGIN**    CONNECT WITH US:

ABOUT    FUTURE INTERNS    HOST/SPONSOR INTERN    **NONPROFITS**    SPONSORS & PARTNERS    LUNCHEON

Logout

Mayor Mike Rawlings provided scholars with pep talk prior to their interviews at the job fair

Dear Friends,

Since becoming Mayor I am absolutely convinced that by making an investment in the education of our youth we are indeed making an investment in Dallas and our future workforce. If you too believe our youth must be prepared to succeed at college and in the workplace, please join me in support of a powerful way for students to make the connection between a good education and a great career, the Dallas Mayor's Intern Fellows Program.

Modeled after the prestigious White House Fellows program, the Mayor's Intern Fellows Program is an eight-week, paid summer internship program providing Dallas public high school students with job opportunities in industries and areas where they have expressed interest. In addition to real life work experiences, the program exposes students to extensive, exemplary training; a high-energy, competitive Job Fair; and all-important lessons about giving back to your community.

Please join me in sowing the seeds for our future workforce and securing Dallas' success for tomorrow by participating in the 2016 Intern Fellows Program.

Most gratefully,  
  
 Michael S. Rawlings  
 Mayor of Dallas

**Twitter**

Tweets by @Mayorsinterns

Mayorsinterns @Mayorsinterns  
 Final #MIFP training going on now at Luna Prep.

Embed    View on Twitter

**2015 MIFP Student Video**

Founding Sponsor Presenting Sponsor

**Program Quotes**

"We had another fantastic group of interns this year. Thirty-nine high school interns were chosen to work at UT Southwestern Medical Center from the Mayor's summer internship program. The practical learning and experiential knowledge that they gained was truly invaluable. I believe youth employment will continue to stabilize our diverse community as we support the next generation of future leaders."

**Charlotte Williams, M.S.**  
 UT Southwestern Medical Center

"Another unforgettable experience."

**Melissa Chavez**  
 Intern Fellow - 2nd year  
 A Maceo Smith New Tech High School

"We received such valuable insight from our intern and cannot quantify the importance of his contributions to our work this summer. He helped us with huge lifts that would not have been successful without him."

Dallas ISD



# Mayor's Intern Fellows Program

## Log into the MIFP online portal



3. Enter your user login ID and password below and click on the button titled "Log in". Your login information was sent to you via e-mail.

# MAYOR'S INTERN FELLOWS PROGRAM

INTERNSHIP • COMMUNITY • LEADERSHIP • EMPOWERMENT

HOME | CONTACT US
INTERNSHIP PARTNER SIGN-UP
CONNECT WITH US:

ABOUT
FUTURE INTERNS
HOST/SPONSOR INTERN
NONPROFITS
SPONSORS & PARTNERS
LUNCHEON

[Logout](#)

Please use the form below to login.

If you do not yet have a login, please contact us at [spage@educationisfreedom.org](mailto:spage@educationisfreedom.org) to request one.

login

password

Login >

Questions, please contact 214.432.8552 or e-mail [help@mayorsinterns.org](mailto:help@mayorsinterns.org).  
Click [here](#) to visit Education is Freedom

Site managed by:

Copyright © Education is Freedom, 2007 . All rights reserved. | [Privacy Statement](#) | [Terms Of Use](#) | [Advisor Login](#) | [Login](#)



# Mayor's Intern Fellows Program

## Log into the MIFP online portal



- Now you are at your personalized company dashboard. Please ensure that your company name is located on your personalized company portal.

**MAYOR'S INTERN FELLOWS PROGRAM**  
 INTERNSHIP • COMMUNITY • LEADERSHIP • EMPOWERMENT

HOME | CONTACT US      INTERNSHIP PARTNER SIGN-UP      CONNECT WITH US:

ABOUT    FUTURE INTERNS    **HOST/SPONSOR INTERN**    NONPROFITS    SPONSORS & PARTNERS    LUNCHEON    [Logout](#)

**Company Dashboard: Education Is Freedom** ←

**Search for an Intern Fellow(s)**  
 Use various criteria to search for potential interns, and to mark them for interest and interviews.

**Search bulk resumes by industry**

**Sign up for the Job Fair April 8, 2016**  
 Click here to signup.

**Company on-board requirements**  
 Use this form to give detailed information about your company, Intern contact person, HR forms needed, schedule, and more.

**Hire an Intern Fellow(s)**  
 Use this form to notify EIF of your selections (done using system above), to indicate ranking preference for each, and hourly wage.

**Intern Fellow(s) work schedule, location and supervisor information**  
 Use this form to notify EIF of your selections (done using system above), to indicate ranking preference for each, and hourly wage.

**Company Manual**

**Contact Education is Freedom**  
 Click here to fill out contact information and company information.

Questions, please contact 214.432.8552 or e-mail [help@mayorsinterns.org](mailto:help@mayorsinterns.org).  
 Click [here](#) to visit Education is Freedom

Copyright © Education is Freedom, 2007 . All rights reserved. | [Privacy Statement](#) | [Terms Of Use](#) | [Advisor Login](#) | [Login](#)

Site managed by:



# Mayor's Intern Fellows Program

Review student profile using the online resume search



1. On your personalized company dashboard, please click on the button titled "Search for an Intern Fellow(s)"

**MAYOR'S INTERN FELLOWS PROGRAM**  
INTERNSHIP • COMMUNITY • LEADERSHIP • EMPOWERMENT

HOME | CONTACT US

INTERNSHIP PARTNER SIGN-UP

CONNECT WITH US:

ABOUT FUTURE INTERNS HOST/SPONSOR INTERN NONPROFITS SPONSORS & PARTNERS LUNCHEON

[Logout](#)

**Company Dashboard: Education is Freedom**

**Search for an Intern Fellow(s)**  
Use various criteria to search for potential interns, and to mark them for interest and interviews.

**Search bulk resumes by industry**

**Sign up for the Job Fair April 8, 2016**  
Click here to signup.



# Mayor's Intern Fellows Program

Review student profile using the online resume search



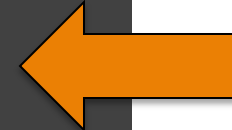
## Student Selection screen overview

Online Resume Bank for Companies

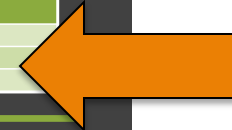
Company Home | Student Review | Notify EIF | Information | Signup for Job Fair | Contact | Logout

co62682: Candidate Profiles Summary Page

Number of Potential Candidates:	0
Number of Candidates for Interview:	1
Number of Candidates Selected:	0



Online portal tool bar.



Your personal summary of interns you have reviewed.

Enter Keyword(s):

First Name:  Last Name:

By Industry (check at least one):

- Automobile
- Accounting/Finance
- Advertising/Marketing/Public Relations
- Airline/Aviation
- Agriculture
- Automotive
- Architecture/Design
- Broadcasting (Radio/TV)
- Biotechnology
- Business
- Construction
- Clergy / Religious
- Computer Hardware/Software
- Consumer Products
- Design
- Dentist
- Entertainment
- Engineering
- Education
- Energy/Oil & Gas
- Fashion/Apparel/Textile
- Food/Food Service
- Financial Services
- Government
- Healthcare
- Insurance
- Law Enforcement
- Legal
- Logistics
- Manufacturing
- Marketing / Design
- Newspaper
- Not for Profit/Charitable
- Nonprofit - Arts, Entertainment, Recreation
- Nonprofit - Children
- Nonprofit - Chamber of Commerce, Economic Development, Trade Association
- Nonprofit - Social Services/Health
- Nonprofit - Education
- Others
- Pharmaceutical
- Printing/ Publishing
- Public Relations
- Professional
- Retail
- Sales and Marketing
- Sports
- Social Media
- Telecommunications
- Technology

By Grade Level:

By Experience:

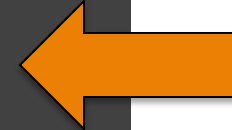
Previous Intern Fellow?  Do not care

Work Experience?  Do not care

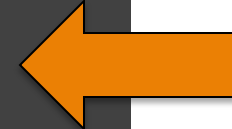
Volunteer Experience?  Do not care

Extra Curricular Activities?  Do not care

Clear Selections  Filter



Filter areas where you can narrow down your search for an intern.

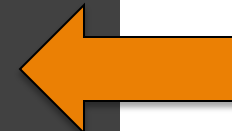


Action buttons:  
 Clear Selection: allows you to clear your selected filter and begin a new filter.  
 Filter: Allows for you to filter through student profiles based on your selections.

Search Results:

First Previous 1 2 3 4 5 6 7 8 9 10 Next 44

Last Name	First Name	Grade Level
Mata	Bianca	11th
Mitchell	Christian	10th
Reyes	Samantha	10th
Ward	Ronye	11th
Mendoza	Blake	10th



Results from your student intern filter above.



# Mayor's Intern Fellows Program

## Review student profile using the online resume search



2. Review the options below, select the criteria you would like for your intern fellow. Once you have chosen your selections below, please click the "filter" button. Please note, to begin a new filter, you must click the "clear selection" button.

Enter Keyword(s):

First Name:  Last Name:

**By Industry (check at least one):**

- Automobile
- Accounting/Finance
- Advertising/Marketing/Public Relations
- Airline/Aviation
- Agriculture
- Automotive
- Architecture/Design
- Broadcasting (Radio/TV)
- Biotechnology
- Business
- Construction
- Clergy / Religious
- Computer Hardware/Software
- Consumer Products
- Design
- Dentist
- Entertainment
- Engineering
- Education
- Energy/Oil & Gas
- Fashion/Apparel/Textile
- Food/Food Service
- Financial Services
- Government
- Healthcare
- Insurance
- Law Enforcement
- Legal
- Logistics
- Manufacturing
- Marketing / Design
- Newspaper
- Not for Profit/Charitable
- Nonprofit - Arts, Entertainment, Recreation
- Nonprofit - Children
- Nonprofit - Chamber of Commerce, Economic Development, Trade Association
- Nonprofit - Social Services/Health
- Nonprofit - Education
- Others
- Pharmaceutical
- Printing/ Publishing
- Public Relations
- Professional
- Retail
- Sales and Marketing
- Sports
- Social Media
- Telecommunications
- Technology

By Grade Level:

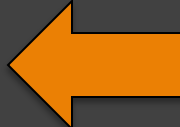
By Experience:

Previous Intern Fellow?

Work Experience?

Volunteer Experience?

Extra Curricular Activities?

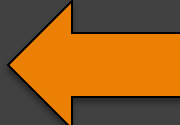


3. Below are the results for your filter. To view a student's profile, please click on the students name below

**Search Results:**

First Previous 1 2 3 4 5 6 7 8 9 10 Next 44

Last Name	First Name	Grade Level
Mata	Bianca	11th
Mitchell	Chriatian	10th
Reyes	Samantha	10th
Ward	Ronye	11th
Mendoza	Blake	10th







# Mayor's Intern Fellows Program

## Review student profile using the online resume search



Sample online scholar bio below:

interested in this student, select a status and press the button to the right

Status:  Rank:

**Student Information**

First Name: **Big** Last Name: **Mata** Code: **75217**

City: **Da** State: **TX** us:

Are you eligible to live in the United States? **Yes**

Grade Level: **11th**

Were you a 2015 Mayor's Intern Fellows Intern? **No**  
If so, what company?

GPA

Most Current End-of-Year GPA: %  
Most Current End-of-Year GPA: **3.94** (4 Point Scale)  
Most Current End-of-Year GPA: **0** (5 Point Scale)

**Interests**

<b>Automobile</b>	Entertainment	Nonprofit - Arts, Entertainment, Recreation
Accounting/Finance	<b>Engineering</b>	Nonprofit - Children
Advertising/Marketing/Public Relations	Education	Nonprofit - Chamber of Commerce, Economic Development, Trade Association
Airline/Aviation	Energy/Oil & Gas	Nonprofit - Social Services/Health
Agriculture	Fashion/Apparel/Textile	Nonprofit - Education
<b>Automotive</b>	Food/Food Service	

Okwubodu	Destiny	10th
MCCLURE	TIANNA	11th
Reyna	Ianle	11th

**Status selection area:** Use this area if you find a student profile you are interested in.

- Blank – All student profiles are blank unless you change their status.
- Potential candidate – I am interested in this student and would like to put on my list to revisit after I complete my search.
- I want an interview – I want to set up an interview with this student.
- I want to hire this student – I want to hire this student. If you choose this option, please rank this student.

**Change status button:** Click this button if you decide to change the status from blank to either potential candidate, I want an interview or I want to hire this student. When you click change status, this student will appear on your company portal summary list.

**View more student portfolios:** To close this student portfolio, simply click outside of the window. You will return to the list of students from your filter.

**Print:** If you would like to print the students profile, simply click the “print” button and follow the prompts on your computer.



# Mayor's Intern Fellows Program

## Review student profile using the online resume search



4. Once you find a potential candidate or a student that you would like to interview, please update the status of the student. Click on the drop down menu and you will have the option to select potential candidate, I want an interview or I want to hire this student. Once you have selected your choice, please click the "change status" button.

By Industry (check at least one):

- Automobile
- Accounting/Finance
- Advertising/Marketing/Public Relations
- Entertainment
- Engineering
- Education
- Nonprofit - Arts, Entertainment, Recreation
- Nonprofit - Children
- Nonprofit - Chamber of Commerce, Economic Development, Trade Association

interested in this student, select a status and press the button to the right

Status:  Potential Candidate  I want an interview  I want to hire this student

Rank:  Change Status

Student ID: 75203

First Name: **Elizabeth** Last Name: **Nieto** City: **Dallas** State: **TX**

Are you eligible to work in the United States? **Yes**  
Grade Level: **11th**

Were you a 2015 Mayor's Intern Fellows Intern? **Yes**  
If so, what company? **City of Dallas Office of Culture**

GPA  
Most Current End-of-Year GPA: **3.5** (4 Point Scale)  
Most Current End-of-Year GPA: **0** (5 Point Scale)

**Interests**

- Automobile
- Accounting/Finance
- Advertising/Marketing/Public Relations
- Airline/Aviation
- Agriculture
- Automotive
- Entertainment
- Engineering
- Education
- Energy/Oil & Gas
- Fashion/Apparel/Textile
- Food/Food Service
- Nonprofit - Arts, Entertainment, Recreation
- Nonprofit - Children
- Nonprofit - Chamber of Commerce, Economic Development, Trade Association
- Nonprofit - Social Services/Health
- Nonprofit - Education

Last Name	First Name	Grade Level
Nieto	Elizabeth	11th
Combs	Taylor Combs	11th
Combs	Taylor	11th

5. When you return back to your company summary, you will notice that your student application status will be updated. Please note that you can see the candidates by status, if you click the hyperlink. This is where you will find your chosen candidates.

### Online Resume Bank for Companies

[Company Home](#)
[Student Review](#)
[Notify EIF](#)
[Information](#)
[Signup for Job Fair](#)
[Contact](#)
[Logout](#)

co62682: Candidate Profiles Summary Page	
Number of Potential Candidates:	0
Number of Candidates for Interview:	1
Number of Candidates Selected:	0



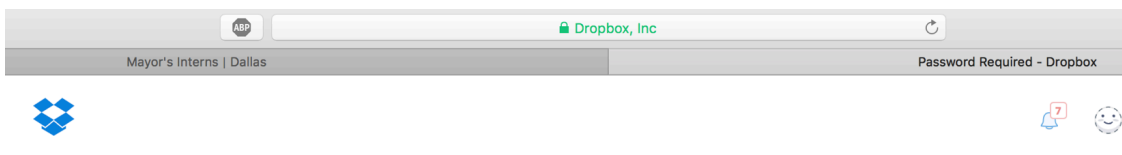
# Mayor's Intern Fellows Program

Review student profile using the bulk resume search



1. On your personalized company dashboard, please click on the button titled "Search bulk resumes by industry".

2. Enter the MIFP password: interns2016! You will have access to the bulk resumes we have by industry.



The link you're trying to access is password protected.

Enter



# Mayor's Intern Fellows Program

## Review student profile using the bulk resume search



?

3. Input the student's first name and last name and click the "filter" button.

Enter Keyword(s):

First Name:  Last Name:

**By Industry (check at least one):**

- Automobile
- Accounting/Finance
- Advertising/Marketing/Public Relations
- Airline/Aviation
- Agriculture
- Automotive
- Architecture/Design
- Broadcasting (Radio/TV)
- Biotechnology
- Business
- Construction
- Clergy / Religious
- Computer Hardware/Software
- Consumer Products
- Design
- Dentist
- Entertainment
- Engineering
- Education
- Energy/Oil & Gas
- Fashion/Apparel/Textile
- Food/Food Service
- Financial Services
- Government
- Healthcare
- Insurance
- Law Enforcement
- Legal
- Logistics
- Manufacturing
- Marketing / Design
- Newspaper
- Not for Profit/Charitable
- Nonprofit - Arts, Entertainment, Recreation
- Nonprofit - Children
- Nonprofit - Chamber of Commerce, Economic Development, Trade Association
- Nonprofit - Social Services/Health
- Nonprofit - Education
- Others
- Pharmaceutical
- Printing/ Publishing
- Public Relations
- Professional
- Retail
- Sales and Marketing
- Sports
- Social Media
- Telecommunications
- Technology

By Grade Level:

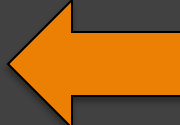
**By Experience:**

Previous Intern Fellow?

Work Experience?

Volunteer Experience?

Extra Curricular Activities?




4. Below is the results for your student name filter. To change the student status, please click on the student's name below

**Search Results:**

First Previous 1 Next 1

Last Name	First Name	Grade Level
Mata	Bianca	11th

First Previous 1 Next 1





# Mayor's Intern Fellows Program

## Review student profile using the bulk resume search



4. Once you find a potential candidate or a student that you would like to interview, please update the status of the student. Click on the drop down menu and you will have the option to select potential candidate, I want an interview or I want to hire this student. Once you have selected your choice, please click the "change status" button.

By Industry (check at least one):

- Automobile
- Accounting/Finance
- Advertising/Marketing/Public Relations
- Entertainment
- Engineering
- Education
- Nonprofit - Arts, Entertainment, Recreation
- Nonprofit - Children
- Nonprofit - Chamber of Commerce, Economic

interested in this student, select a status and press the button to the right

Status:  Potential Candidate  
 I want an interview  
 I want to hire this student

Rank:  Change Status

Student ID: 75203

First Name: **Elizabeth** Last Name: **Nieto**  
 City: **Dallas** State: **TX**

Are you eligible to work in the United States? **Yes**  
 Grade Level: **11th**

Were you a 2015 Mayor's Intern Fellows Intern? **Yes**  
 If so, what company? **City of Dallas Office of Cult**

GPA  
 Most Current End-of-Year GPA: %  
 Most Current End-of-Year GPA: **3.5** (4 Point Scale)  
 Most Current End-of-Year GPA: **0** (5 Point Scale)

**Interests**

- Automobile
- Accounting/Finance
- Advertising/Marketing/Public Relations
- Airline/Aviation
- Agriculture
- Automotive
- Entertainment
- Engineering
- Education
- Energy/Oil & Gas
- Fashion/Apparel/Textile
- Food/Food Service
- Nonprofit - Arts, Entertainment, Recreation
- Nonprofit - Children
- Nonprofit - Chamber of Commerce, Economic Development, Trade Association
- Nonprofit - Social Services/Health
- Nonprofit - Education

Last Name	First Name	Grade Level
Nieto	Elizabeth	11th
Combs	Taylor Combs	11th
Combs	Taylor	11th

5. When you return back to your company summary, you will notice that your student application status will be updated. Please note that you can see the candidates by status, if you click the hyperlink. This is where you will find your chosen candidates.

**Online Resume Bank for Companies**

[Company Home](#) [Student Review](#) [Notify EIF](#) [Information](#) [Signup for Job Fair](#) [Contact](#) [Logout](#)

**co62682: Candidate Profiles Summary Page**

Number of Potential Candidates:	0
Number of Candidates for Interview:	1
Number of Candidates Selected:	0



# Mayor's Intern Fellows Program

## Sign up for the MIFP Job Fair



1. On your personalized company dashboard, please click on the button titled "Sign up for the Job Fair April 8, 2016".

**MAYOR'S INTERN FELLOWS PROGRAM**  
 INTERNSHIP • COMMUNITY • LEADERSHIP • EMPOWERMENT

HOME | CONTACT US      INTERNSHIP PARTNER SIGN-UP      CONNECT WITH US:

ABOUT    FUTURE INTERNS    HOST/SPONSOR INTERN    NONPROFITS    SPONSORS & PARTNERS    LUNCHEON    [Logout](#)

**Company Dashboard: Education is Freedom**

**Search for an Intern Fellow(s)**  
 Use various criteria to search for potential interns, and to mark them for interest and interviews.

**Search bulk resumes by industry**

**Sign up for the Job Fair April 8, 2016**  
 Click here to signup.

2. Fill out the registration form for your company.

Eventbrite    Search for events    Browse Events    Shannon ▾    Help ▾    CREATE EVENT

FRI, APR 8 AT 8:00 AM, DALLAS, TX

**MIFP Job Fair. Sponsored by Highland Capital Management**

By: EDUCATION is FREEDOM

2016

FREE    REGISTER



# Mayor's Intern Fellows Program

## What are my next steps?



### **Internship Partners review on-line student resumes and select students to interview:**

March 8 – March 18, 2016

Internship Partners will have the opportunity to select students from the online student resume portal who they would like to interview at the Job Fair. If desired, MIFP can select students for Internship Partners to interview. Deadline to select students to interview: March 18, 2016.

### **Job Fair: April 8, 2016; 9:00a.m. to 3:30 p.m. at the Hyatt Regency Dallas**

Internship Partners will have the opportunity to interview students who they have selected from the online student resume portal at the Job Fair. Interview schedules will be sent by Education is Freedom. If desired, MIFP is able to select interns for Internship Partners who are unable to attend the Job Fair. Deadline to register for Job Fair: April 1, 2016.

### **Job Fair: Student Workforce Development Training**

The MIFP job fair is also part of the Mayor's Intern Fellows Program workforce development program. As part of this training, we ensure that all students receive a minimum of 1-2 corporate interviews. We ask that each company interview additional students so they can gain the experience and confidence of interviewing with a company. When you receive your interview schedules, you will have some additional students on your list to interview. Thank You for helping to prepare the leaders of our future.

### **Job Fair: Schedule**

Registration / Set-Up: 8:30am – 9:00am

Group A: 9:00am – 10:45am

Group B: 10:45 – 12:30pm

Lunch: 12:30pm – 1:30pm

Group C: 1:30pm – 3:15pm

Take Down: 3:15pm – 3:30pm

Student interviews are scheduled in 15 minute increments. Each group is scheduled for 7 interviews.

Box lunches will be served

For questions or concerns, please contact us:

214.432.8552

[www.mayorsinterns.org](http://www.mayorsinterns.org)



# Mayor's Intern Fellows Program

## What are my next steps?



**Internship Partners select students for offer letters & submit onboarding paperwork for completion by your selected intern/s: Deadline: April 15, 2016**

**Offer letters sent to Internship Partners to review and confirm: April 25, 2016**

**Notification of intern acceptance: May 25, 2016**

**Internship begins: June 13, 2016**

**Celebration Luncheon: August 1, 2016; noon – 1:30 p.m. at the Hyatt Regency Dallas Hotel**

**Internship ends: August 5, 2016**

For questions or concerns, please contact us:

214.432.8552

[www.mayorsinterns.org](http://www.mayorsinterns.org)