

# POSTING AN INTERNSHIP WITH SUMMER ON THE CUYAHOGA

1. Go to [www.summeronthecuyahoga.com](http://www.summeronthecuyahoga.com)
2. Select EMPLOYERS tab (at top) and click LOGIN.  
(If this is your first time using the site, select REGISTER FOR A NEW ACCOUNT. Complete your account info and select REGISTER.)
3. Select ADD INTERNSHIP POSTING or you may modify and/or re-post a previous position already in your account.
4. Complete the Position Information.
  - a. **Please note: We recommend that you create a Word document with the Position Information and copy and paste this info into the SOTC website. This way, if something happens, you will not have to re-type the entire job description. The SOTC website times-out when idle so please load your internship description in one sitting.**
  - b. Please select CAR REQUIRED if it is inconvenient to take RTA, or walk from Cleveland State University to your work site.
  - c. Once happy with the job description, check boxes to agree to SOTC's terms.
5. Select SAVE INTERNSHIP. *Please note: SOTC will approve your posting before it goes live on campuses.*
6. **Review Applications:**
  - a. Login using your employer login.
  - b. SELECT VIEW CANDIDATES.
    - Select PROFILE and/or RESUME to review the application.
    - For each applicant, please update his/her status by selecting IN REVIEW, DECLINE or OFFER.

If IN REVIEW is selected, candidates status will change to In Review in their account.

If DECLINE is selected, candidates will automatically receive an email.

If OFFER is selected, you will be able to create an offer email that is sent to SOTC and then forwarded to the candidate.
7. Review all applications and select students for interviews. The timing of this process may extend into the spring and is up to each employer.  
**We request offers be extended by May 1.**
8. Please contact **Eric McGarvey** at [emcgarvey@summeronthecuyahoga.com](mailto:emcgarvey@summeronthecuyahoga.com) when you are ready to make an offer.
9. **To remove your posting from the SOTC website:**
  - a. Login using your employer login and select EDIT next to the posting you wish to close.
  - b. Select all boxes, including "Check here if you would like to close this job and stop receiving further applications."
  - c. Click UPDATE INTERNSHIP.

## Covid-19 Contingency Planning for Summer 2022

Employers should post opportunities as if internships will be able to be completed in-person. SOTC will work with employers in the spring to confirm in-person placements or adjust to remote internships as deemed necessary by employers.

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Please feel free to contact **Eric McGarvey**, with any questions:

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[summeronthecuyahoga.com](http://summeronthecuyahoga.com)    

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