

# Short-term internships (less than 3 months)

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Short-term internships lasting less than 3 months are **not managed** by the Talent Attraction Team. It is the responsibility of the Manager, in collaboration with Site HR, to initiate the process when a candidate has been identified for a short-term placement.

#### Steps for Managers to Initiate a Short-Term Internship:

1. Identify the candidate and ensure the budget approval (if applicable).
2. [Create a position in the Org Chart](#)
3. Submit a [request to onboard](#) the candidate at least 15 business days before the start date to ensure a smooth onboarding process. This step may also be handled by Site HR if agreed upon.
4. **Ensure the following details are included in the onboarding request:**
  - Start & end date
  - Personal email of the candidate
  - Manager
  - Position ID
  - Location
5. Workforce Data Administration will process the onboarding information in Employee Central. Once completed, both the Manager and Site HR will be notified.
6. Site HR will assist in collecting and storing the necessary documentation from the new intern, following the [manual onboarding procedure](#) (outside of the Employee Central Dashboard).

For further assistance, please contact your local HR representative.

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