



Work and Learn Indiana is a FREE online resource connecting employers and talent for work-based learning opportunities. Employers may post an unlimited number of work-based learning positions, access our candidate database and contact candidates for free.

How to Register for your FREE Work and Learn Indiana Employer Account

1. Visit www.WorkandLearnIndiana.com.
2. Click on the “Login/Register” tab in the upper right-hand corner of your screen, and select “Sign up now”
3. Complete the first part of the registration process.
4. On the next half of registration, select “Employer/Educator” as the account type.
5. **Slowly** type the name of your organization in the text box, and a list will populate below.
 - a. If you see your organization in the dropdown list, that means there is an existing account.
 - i. Click on your organization’s name. Some of the registration fields will disappear because Work and Learn Indiana already has your organization’s information on the site.
 - ii. After submitting your registration, a registered user from your organization will be notified of your request and will review your information to confirm your account.
 - b. If you do not see your organization in the dropdown list, simply complete the registration form.
 - i. Select “Employer” as the organization type.
 - ii. Your registration will be sent to Work and Learn Indiana to review and approve.

Until your registration has been approved by either Work and Learn Indiana, or a registered user from your organization, you will not be able to post positions and search for interns. If you haven’t received access to the site in 48 hours, contact Work and Learn Indiana at WorkandLearnIN@indianachamber.com.

How to Post an Internship

1. Log in to your workspace.
2. Click “Add Internship +.”
3. Complete all fields in the “Internship” tab and click the “Next Step >>” button.
 - a. If you would like to utilize EARN Indiana for a paid internship, on the “Internship” tab, make sure you select “Paid,” then select “Yes” under “Would you like to utilize EARN Indiana funding?”
 - b. The EARN application will show up in an additional tab.
4. Select the specific skills needed for the position in the “Skills” tab and click the “Next Step >>” button.
5. Be descriptive and include as many details as possible when completing all fields in the “Description” tab. Click the “Next Step >>” button.
6. If you indicated you wish to utilize EARN Indiana, complete the EARN Indiana application, and click the “Next Step >>” button.
 - a. If you are offering an unpaid internship or not using EARN Indiana, the application will not be visible.
7. Click the “Submit for Review” button.
 - a. If you wish to save the internship as a draft and return to it later, click “Save” and the position will not be submitted for approval.

Your internship will be sent to Work and Learn Indiana to review and approve.

Once your internship is approved, your EARN Indiana application will be sent to the Commission for Higher Education to review. For more information about EARN Indiana, visit www.workandlearnindiana.com/earn_info.

How to Access an Applicant's Information

1. Log in to your workspace
2. Scroll down your workspace to find the list of applicants.
3. Click "Show Application" next to the applicant's name.
4. Click "Download Resume" at the bottom of the box containing the applicant's information.
 - a. If the applicant uploaded a PDF file, their resume will automatically pop up.
 - b. If the applicant uploaded a .doc or .docx file, their resume will download and be available wherever downloaded files are located on your computer.
5. After you open the applicant's resume, you may save and/or print the file if you would like.
6. If you wish, you can send a message to the applicant for an interview or more information.

How to Mark an Internship as Filled

Because the state looks to Work and Learn Indiana for internship metrics, we ask that internships be marked as filled on the web site whether or not the interns were found through Work and Learn Indiana.

1. Log in to your workspace.
2. Click the silhouette with a plus sign to the right of the internship's title.
3. Fill in the intern's name, school and hire date.

If your internship is EARN Indiana approved, and you are hiring an EARN Indiana-eligible intern, you must mark the internship as filled in order to receive reimbursement.

1. Select the student's name in the "Select an Applicant" dropdown menu or enter their name in the "Search for an Intern" text box.
 - a. If the student's name is not in either of the two locations, the student still needs to create a Work and Learn Indiana account and apply to EARN Indiana.

For Further Assistance, Contact:

Work and Learn Indiana

WorkandLearnIN@indianachamber.com

317.264.6852