

INTERN MANAGEMENT SYSTEM

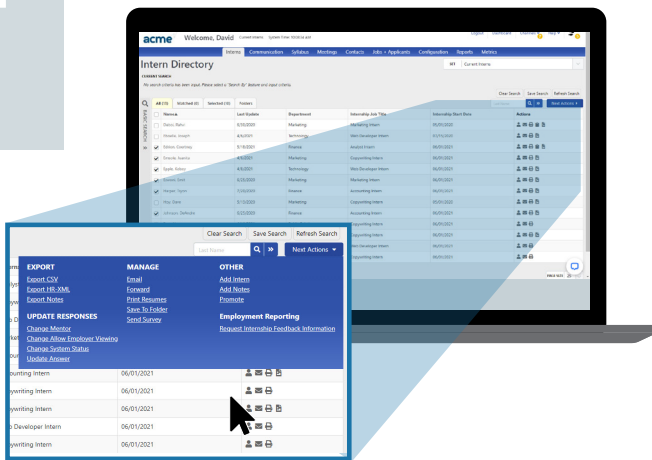
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Jump Start Guide for Admins

how to Manage Your Interns

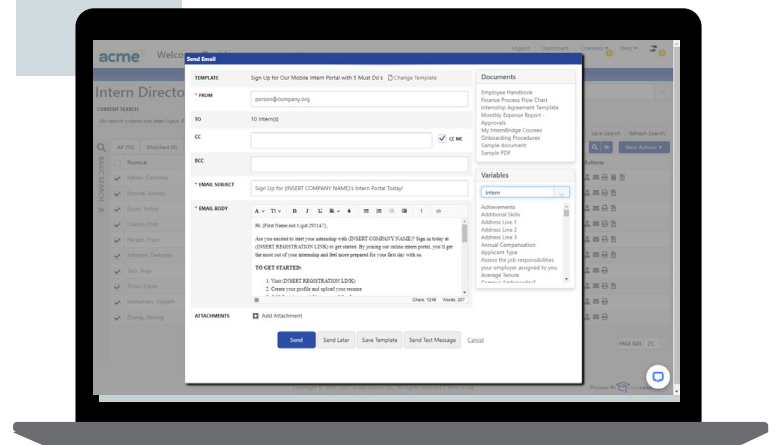
1

Log in to view your intern directory, review individual profiles, take notes on interns, create folders and more.



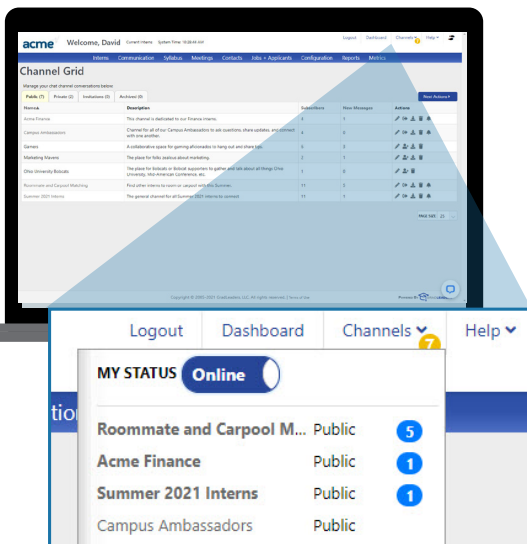
2

Communicate with interns with interns through 1-to-1 emails, mass email campaigns, text/SMS messages or in-app announcements.



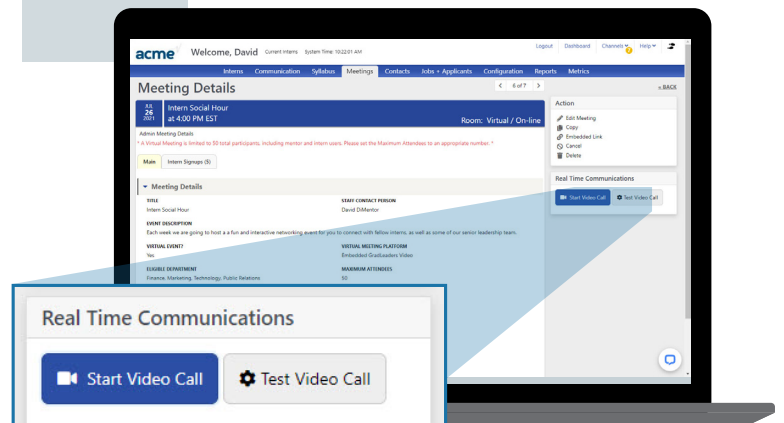
3

Create new public or private chat channels and invite subsets of interns, supervisors, mentors, managers and other staff to virtual conversations.



4

Setup your 1-on-1 meeting times and add team meetings to the activity calendar. Utilize fully-embedded video solutions for virtual meetings.



 It's that easy!