



Intern Program Feature Summary

Performance Management

- Development Plans
- Performance Maps
- Mid-term reviews
- Final Reviews
- Manager Recommendations
- Outside observer recommendations
- 360 degree review integration options
- Recommendations for a returning internship or new hire can be based on expected graduation date
- Multiple manager/supervisors possible
- Your custom forms, rating systems, and tracking data are implemented

HR Processes

- On-boarding processes can be tracking/integrated
- Termination transactions can be initiated/reminded/tracked.
- HR compliance rules can be integrated based on hours worked

Login/Authorization

- Ability to integrate with SSO (Single Sign On) systems
- Ability to grant access to outside contractors
- Mixed-mode authentication

User Profiles

- Custom setup questions can filter users by group, location, type, training, etc.
- Intern profiles can store searchable data such as expected graduation date, work preferences, start/end dates, schedules, school details, personal contact information, student organizations, requisitions the intern is interested in, and more.
- One-time user setup helps minimize user entry
- Ability to add Management approval based on user level
- Integrate HRIS data (department #'s, locations, business groups, etc.)
- Track school information, resumes, etc.
- Integrate Alumni data, preferences, etc. (optional add-on)

Access Management

- Grant/revoke access
- Ability to grant special access by location, division, department, and/or function
- Control approval communications
- Track user access

User Management

- Easily manage all user data
- Custom views based on role (administrators and managers have different portal views)



- Ability for administrators to login as other users if required

Reporting

- Quick access to the most common reports
- Ability to export all data to excel
- Powerful search/filter capabilities, such as global keyword searching
- Search by client/business, school, major, student, manager, degree, graduation date, status, details, and more.

Communications

- Customized, automated email communications for each step of performance management
- Different reminder/nag emails can be sent based on due date
- Volunteer approvals can be configured as Outlook or iCal events (events can be added to the users' calendar)
- Emails can be customized for each action desired (more than 20 emails can be customized)
- Optionally send short SMS reminders to interns of upcoming events

Social Networking

- An optional customized social network for your interns can be directly integrated into the tool
- Forums, photos, videos, events, chat, and more is included
- Can be used for job postings, intern housing, projects information, on-boarding, intern interaction, intern alumni, and much more!

Above all

- EventPA.com can be customized to fit your needs exactly.
- If there is something you need done for your organization, we can provide it, fast and efficiently.

Hot Solutions is a web-based technology provider of custom HR solutions. If there is something you need the tool to do, we can make it happen. Services such as custom reports, integration with ATS data, integration with candidate/resume data, interview scheduling, localization, and more can be added (at additional cost).

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