

Internship Placement Process

Steps & Deadlines

After applying to a CEA Internship Program and submitting your required documents, you will engage in the Internship Placement Process. Your timely completion of each step will support our team in finding you a successful placement.

Plan accordingly and adhere to the deadlines for each step. Your Internship Coach will support you and hold you accountable for completing each step of the process.

- STEP 1**
- ACCEPTANCE INTERVIEW**
Deadline: 4 Business Days
- Complete your Acceptance Interview in Hireflix **within 4 business days** of receiving an invite. This interview will determine your acceptance into your internship program. Your Internship Coach will review it and notify you about your acceptance status within 7 business days.
 - PRO TIP:** Check your Spam or Junk folders if you have not received the email from users@hireflix.com.
- STEP 2**
- COACHING CURRICULUM COURSE**
Deadline: 4-7 Business Days
- Upon acceptance into your internship program, complete the Coaching Curriculum Course in Moodle. Prioritize completing the first two modules, Goals and Résumé, **within 4 business days**. You must complete these modules to advance to the next step of the Internship Placement Process. Completion of the full course is mandatory and expected to be completed **within 7 business days**.
- STEP 3**
- PLACEMENT INTERVIEW**
Deadline: 4 Business Days
- Complete your Placement Interview in Hireflix **within 4 business days** of receiving an invite. Your International Internship Coordinator will review your interview and additional application materials to start identifying your internship placement in your host country. They may reach out to you for additional details.
- STEP 4**
- GOAL CONFIRMATION LETTER**
Deadline: 3 Business Days
- Sign your Goal Confirmation Letter in DocuSign to confirm your internship goals **within 3 business days** of receiving the email. After confirming your internship goals, your International Internship Coordinator will reach out to you with details about an internship placement that aligns with your goals, skills, experience, and career interests.
 - NOTE:** It can take 30-60 business days on average to learn about your potential placement.
- STEP 5**
- (POTENTIAL) HOST COMPANY INTERVIEW**
Deadline: TBD
- Your International Internship Coordinator will email you once they've identified a potential internship placement for you, and they may ask you to complete an interview with your potential host company supervisor. **Respond to this email ASAP** to confirm your interview day/time and demonstrate your professionalism and commitment.
- STEP 6**
- FINAL CONFIRMATION LETTER**
Deadline: 3 Business Days
- Sign your Final Confirmation Letter in DocuSign **within 3 business days** of receiving the email to accept your internship placement and confirm your participation in your CEA Internship Program.