How to apply for the CBE Internship Program
Semester 2 2018

Key dates

CBE Internship Program Information sessions and workshops

Attendance at a CBE Internship Program information session and Pre-application workshop is compulosry prior to applying for the CBE Internship Program. Upcoming sessions are listed below:

- Friday 20 April - 1.30pm - 3.00pm
- Thursday 26 April 2.30pm - 4pm
- Wednesday 9 May 1.30pm - 3.00pm
- Thursday 17 May 11.30am - 1.00pm

Register for your preferred session through EVENTs on ANU CareerHub. *Note:* You must have your attendance recorded before you can apply for the CBE Internship Program.

If you have previously attended one of these sessions (and had your attendance recorded), you do not need to attend another session.

Applications for Semester 1, 2018

- Applications open:

    o Round 1 – Opens Monday 16 April (closes 11.59pm Sunday 22 April)
    o Round 2 – Opens Monday 7 May (closes 11.59pm Sunday 13 May)
    o Round 3 – Opens Friday 25 May (closes 11.59 Sunday 3 June)

Application process

1. Check that you meet the eligibility requirements for the CBE Internship Program on the CBE Internship Program website.

2. Register as a student on ANU CareerHub using your university ID and password.
   Applications for the CBE Internship Program must be submitted through the ANU CareerHub system. All internship projects and prerequisite workshops will also be listed on this system.

   Note: If you have problems registering or logging in to ANU CareerHub please contact ANU Careers on careers@anu.edu.au or 02 6125 3593

3. Attend, and have your attendance recorded at, CBE Internship Program Application and Interview workshops. Please register to attend at https://careerhub.anu.edu.au/students/events/search

4. Begin the application process by logging into ANU CareerHub, clicking Dashboard (https://careerhub.anu.edu.au/students/dashboard) and selecting the CBE Internships Semester 2 2018 link.

Application form stages

5. **Program eligibility**

   a. Complete the required information regarding your Eligibility

   b. Upload email confirmation from CBE Student Services that you have room in your academic program to undertake CBEA3070 or CBEA6070 as a list 1 elective.

   c. Click Submit button

6. **What kind of internship are you applying for?**

   a. Indicate whether you are applying for one of the advertised Internship projects (Select *"Competitive internships advertised by CBE"*) or if you have identifed your own internship opportunity (Select *"Self-sourced internship"*).

   If Self-sourced internship, please complete all relevant information required. Then Submit

   If you selected *Competitive internship advertised by CBE* continue to the next step.

7. **Attend Applications and Interviews Workshop**

   a. If you have had your attendance marked at one of the compulsory pre-applications workshops a tick will indicate this requirement has been met. If you have not had attendance recorded you will need to book in to attend one of the availabile sessions. See CareerHub Events listing.

8. **Application form**

   a. Complete all required fields.

   b. Upload resume (titled: Lastname_Firstname eg Smith_David) in PDF format.

   c. Select up to a maximum of three (3) projects to apply to per application round from the drop-down Job Preference list. View available Internship projects on ANU CareerHub search 'CBE Internship' in the Job Search field to view available projects.

   d. Insert response to the Selection question for each project in available text box.

   Note: You must answer the Selection Question in the requested format ie. either a 100 word written statement or a one (1) minute video for each project applied for. Read each job description carefully to ensure you respond to the Selection Question in the correct format for each project.

   If a 1 minute video is requested record this on Youtube and paste the link into the relevant text box.

9. Ensure all information is accurate and completed correctly. Check carefully for spelling and grammatical errors in your Resume/CV and response to the selection questions.

   Submit application once complete.