

## Information for Completing the IE Application Form

Information for the IE College Internship Website (<https://eastern.usu.edu/ie-internship/>)

- Step 1A – Apply as a Utah State University (USU) student: (more information will be available on the IE internship website by 21 March (<https://eastern.usu.edu/ie-internship/>))
- Step 1B – Apply online at Intermountain Electronics (IE) for the 90 day college internship:
  - What is needed before beginning the Intermountain Electronics (IE) application process:
    - Basic Information (Full name, email, street address, etc.)
    - Be prepared to upload a current resume/CV
    - Click here (hyper link to step-by-step instructions) for detailed step-by-step instructions for completing the IE application form
    - It will take approximately 20 minutes to complete the IE application form
  - Click on the following link or scan the QR code below to begin the internship application process at Intermountain Electronics (IE):

<http://atsod.com/j/s.cfm/16S5>



- After clicking the link or scanning the QR code above, please enter your most used email address in the field provided (field under “Please enter your email address to continue”)
- Check the box that “I agree to the privacy statement”
- Click the “Continue” button

## Step-by-Step Instructions for Completing the Online Intermountain Electronics (IE) Application Form

(There will be a link to the Information below on the following website:

<https://eastern.usu.edu/ie-internship/>)

- Once the Intermountain Electronics (IE) internship application has been accessed (<http://atsod.com/j/s.cfm/16S5>), in the fields provided, enter your first and last name, email address, country, state/province, address, zip code, city, home phone number, and cell phone number.
- Check the box if you want to “Opt-in to receive text message notifications from this company.” This is your choice.
- Under “Resume/CV,” press the “Attach” button to upload a current resume, or click the “Paste” button to copy and paste a resume into the field provided.
- Potential interns do not need to attach or copy and paste a “Cover Letter” or “Miscellaneous Documents.”
- Answer the question “Yes” or “No” if you are “legally authorized to work in the United States. If you are a citizen of the United States, check “Yes.”
- In the “Minimum Salary Requirement\*” field type “14.00” (you can put a larger amount per hour if you have experience in welding or electrical).
- In the “Per\*” field, press the arrow and select “Hour.”
- Answer the question, “How did you hear about a position with Intermountain Electronics?\*” by selecting one of the choices
- Under “If you are being referred by a current employee please let us know who,” please type the person’s name if you have been referred by a current IE employee. If you were not referred by someone, leave the field blank.
- Answer the question, “Will you now, or in the future, require employment visa sponsorship?\*” by checking “Yes” or “No.” If you are a citizen of the United States, check “No.”
- Check “Yes” or “No” in response to the question, “If hired, will you be willing to work overtime as required?\*”
- In the field provided, type a response to the following statement: “Please list any certifications, special skills, and qualifications acquired from employment, training, or other experience.\*”
- In the field provided, answer the following question: “What high school did you attend?”

- Answer the question, “Are you applying for the Welding Internship or the Electrical Internship?\*” by checking “Welding Internship” or “Electrical Internship.”
- Check your choice in answer to the question, “What semester are you applying for?\*”
- Check “Yes” or “No” in answer to the question, “Will you be 18 years of age or older by May 31, 2024?”
- In the field provided, type “two personal (non-relative), school or community leader references, who would be able to recommend your participation in the program. (Please include their Name, Title, Phone Number, and Email Address)\*”
- Check “Yes” or “No” in response to the following statement: “I certify that I am or will be a high school graduate on or before May 31, 2024\*”
- In the field provided, type an answer to the question, “Why do you want to be part of the Internship Program at Intermountain Electronics?\*”
- In the field provided, type an answer to the question, “Tell us about three of your personal strengths that you think will make you a good candidate for working at IE?\*”
- In the field provided, type an answer to the question, “Please describe an area where you have excelled so far in your life. What have you specifically done that has allowed you to be so successful?\*”
- In the field provided, type a response to the statement, “Describe a time when you saw some problem and took the initiative to correct it rather than waiting for someone else to do it.\*”
- In the field provided, type an answer to the questions, “Tell us about a time when you refused to give up and went the extra mile? What were the results?\*”
- Press the “Continue” button, and your application has been submitted.
- The application process for IE is complete. For next steps, please visit <https://eastern.usu.edu/ie-internship/>.