

New York City School Construction Authority

Summer Internship Program

Internship Application Guide

The New York City School Construction Authority has begun using an online application system for the Summer Internship Program (SIP). This guide describes how to complete and submit the online application for SIP.

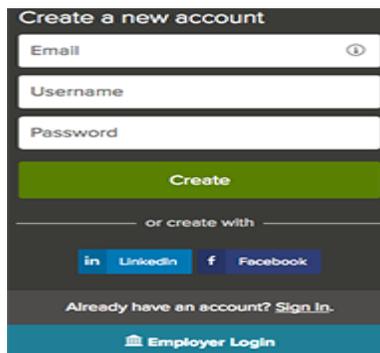
The process consists of the following steps:

- Create an Account
- Apply for a Job
- Check Application Status

Please read through all instruction first before beginning:

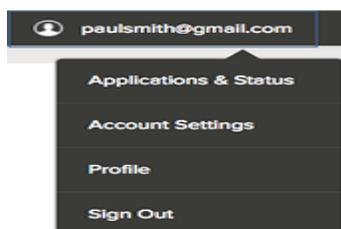
Section 1: Create an Account:

1. Type the link to the online application provided into your browser **or** go to the SCA website site at **www.nycsca.org** and select **Careers-Internship Program-Internship Postings** to click on the link to the online application or the **Careers -Employment** and click on the position titled, "Summer Intern 2017".
2. **Click Apply** on the top far right of the menu bar.
3. Click **Create an account** to create an account.
4. In order to create an account, you will be asked to input your email address and create a username and password.



- Your password must be at least 8 characters in length and contain upper and lower case letters, numbers and symbols.
- Keep a record of your username and password. You will need them to log in and check the status of your application.
- As you supply correct information for each field, a checkmark on the right indicates that the value is correct.
- When you are signed in, your email address appears on the right in the top menu bar:

- The pulldown menu under your username lets you quickly access common options:



Online Application – Page 2

These are:

- Use **Applications and Status** to review all of your job applications.
- Use **Accounts Settings** to edit your contact information, or change your password.
- Use **Profile** to update basic information that you use to apply for jobs, such as work experience

Section 2: Apply for a Job:

1. On the screen after you sign in, you will be asked to import your resume, which you may import from LinkedIn or upload your resume from your computer. If you do not have a resume, you may manually fill in your work history in the work section.
2. Next complete a series of steps as noted below. Fill in all sections of the application.
3. Your progress and current step in the process is shown on the left. In the example below, the information step is in progress as indicated by the shaded area:



- For each step, the buttons on the bottom allow you to save or discard your work in each section. Please be sure to save all of your entries before you move onto the next section. You may log in and out of the system as many times as necessary in order to complete the application.



- The Cancel button discards any changes you have made since the last save.
 - For some entries, the Remove link is present. It deletes the current entry after a confirmation. Once deleted, the data cannot be recovered.
 - The last time that the entry was saved is also displayed at the top.
4. Provide general contact information.
 5. Provide educational information.
 6. Provide additional information, including certificates and licenses, skills, and languages if applicable.
 7. You will be required to upload or drag and drop a **current Résumé**, **complete official Transcript**, **Interview Availability Form**, and a **completed Recommendation Form** in the attachment section of your application. The supported file formats are indicated on the application. If you unable to upload (or drag and drop) any of these documents to your application, you may submit the documents to SIP ideally by email to SCAINTERNSHIPS@nycsca.org or by fax to 718-752-3047.
 8. Answer the required supplemental questions.

9. Review each section. If there is an error, it is shown in the progress bar and also in the section.



10. Use the edit icon to open this item and correct any errors.
11. Once your application is complete, click on Proceed to Certify and Submit.
12. On the Certify and Submit page, click on Accept and Submit.
13. An Application Submitted message confirms that you have applied for the job.

Section 3: Check Application Status:

14. Your username indicates the number of in-progress applications, for example:



15. Click the **Submitted button** to see that the application has been successfully submitted.
- Click on the job title and History button for more information about your application.
16. Click the **Incomplete button** to see all applications that you started, but did not complete. You can use Remove if you want to delete an application without completing it.
 17. You will receive a confirmation email from the Summer Internship Program informing you that your application has been accepted. If you do not receive this email, please notify the internship manager at SCAINTERNSHIPS@nycsca.org.

For more information, contact:

Ruby Saake, Internship Manager
NYC School Construction Authority
Business Development Division
30-30 Thomson Avenue
Long Island City, NY 11101
Email: SCAINTERNSHIPS@nycsca.org
Telephone: (718)752-5047 Fax: (718)752-3047