



Corporate Partnership Commitment Timeline

Who	Will Do What	By When
Corporate Partners	<ul style="list-style-type: none"> Communicate # of Interns commitment from CILI ** 	January 8 - 22, 2021
Corporate Partner	<ul style="list-style-type: none"> Complete Service Agreement and Fee 	January 29, 2021
CILI	<ul style="list-style-type: none"> Initiate Internship Job Assessment process with Corporate point of contact ** 	January 8 – 29, 2021
CILI & Corporate Partner	<ul style="list-style-type: none"> Complete Job Assessment ** 	January 29, 2021
CILI	<ul style="list-style-type: none"> Complete Intern Job Matching ** 	March 1, 2021
CILI	<ul style="list-style-type: none"> Present Intern Match Candidates to Corporate Partners ** 	March 1, 2021
CILI & Corporate Partner	<ul style="list-style-type: none"> Conduct Intern Interviews ** 	March 9 – 26, 2021
Corporate Partners	<ul style="list-style-type: none"> Make Intern Offers/Selections 	March 15 th – April 9 th
CILI Interns	<ul style="list-style-type: none"> Make Decisions on offer acceptance 	March 15 th – April 9 th
CILI & Corporate Partner	<ul style="list-style-type: none"> Prepare for Intern On-Boarding Intern Boss PI Training & Overview Performance expectations, schedules, key deliverables, confirm start and end dates. Virtual, on-site, hybrid 	April 12 th – May 14 th
CILI & Corporate Partner	<ul style="list-style-type: none"> Internships begin 	June 1, 2021
CILI	<ul style="list-style-type: none"> Monitor performance, engagement, coach, course correct where needed. Conduct Mid-Check In 	June 1, 2021 – August 27 th
CILI & Corporate Partner	<ul style="list-style-type: none"> CI-LEAD Day – Day of Leadership Development Immersion Off Site Day for All CILI Interns at a Corporate Partner 	June 23, 2021
CILI & Corporate Partner	<ul style="list-style-type: none"> Conduct post Internship exit interview 	August 27, 2021

** Intern Selection Process Guidelines:

- Tenth Institute will work with Corporate Partners to flex to the company’s recruiting schedules and processes as much as possible.
- Alterations to the schedule outlined above will impact the availability of interns, since interns are placed with Corporate Partners on a first to commit basis.
- Each Corporate Partner will have a Liaison to work with to develop Internship job expectations, deliverables and to complete the competency job assessment process.
- Once the job assessment has been completed the Liaison will work to “match” interns to the job assessment.
- Interns are presented to the Corporate Partner after “service agreements and fees” are settled. Each Intern has a \$2,500.00 service fee, per summer or placement cycle.
- Interns matching the job assessment will be presented to the Corporate Partner to interview and select for their internship. Partners are encouraged to complete a normal interview process.