



DSI-HSRC HOST INSTITUTION RECRUITMENT PROCESS FLOW

Step 1: DSI-HSRC Internship Programme Host Institution Call Opens

19 Aug 2021

Step 2: Host Institution Registration on the DSI-HSRC Internship Management System

- Host Institution identifies a Host Administrator;

Host Administrator (HA) Role: responsible for coordination, authorization and final submission of the host institution application to HSRC.

- HA of a new Hosting Institution (those who have not participated in the NRF previously) has to request that they be captured on the system by sending an email to DSI-HSRC Office # SRaseruthe@hsrc.ac.za;
- The HA will receive an email from HSRC confirming that they have been included on the system
- All HAs (those who were designated authorities on the DSI-NRF internship) are already captured on the HSRC Management System and must click on **forgot password**, capture email address and click on Send button to reset the password.

Step 3: Register as HA on the System (Online Intern Management System)

Choose System Role:

Host Administrator: responsible for coordination, authorization and final submission of the host institution application to HSRC.

- Capture name
- Capture your email
- Choose a password
- Click on the drop-down arrow and select Host Institution Admin

This allows the HA access to the system to manage the institutions application.

Step 4: HA creates the Host Application: Click on My Profile and capture the following information:

- Registration Details
- Contact Details
- HA Employment Details

A message will be sent to the System Administrator who will accept your Institutional Registration

Step 5: HA activates Host Institution Application

- Go to **Dashboard** menu on the system
- Go to the **Institution Manage** menu on the far right of the screen
- Click on the drop-down arrow and select your host institution

This will activate the institutions registration

A new menu item will appear below **My Profile** called **Manage Host Institution**

Step 6: Click on Manage Host Institution Menu

- Complete the information on the **Create Host Application menu**
- Complete Institutional Details

Step 7: Invitation to Mentors

- HA invites prospective mentors to confirm interest in hosting an intern
- A form titled **Mentor Intern Request Form** can be downloaded from the Documents pack and emailed to mentors for completion.

Step 8: Mentor Registration and Profile of Intern Requirements Captured in Application

- Mentors register on the **DSI-HSRC Intern Management System**
- Mentors submit their requirements on the completed form via email to HA. (e.g. 1 x Computer Science, Honours in Pretoria)
- HA clicks on the **Capture Mentor** button in order for the system to send an email notification to the mentor(s) to confirm participation.

Mentor Role: responsible for mentoring, supervision and support to the intern; ensuring submission of progress reports, participates in training programmes.

Step 9: Mentor and Profile of Interns Captured in Application

- HA captures this information on the Manage Host Institution Menu

Step 10: Submission of Host Applications to HSRC

- HA submit the completed application to HSRC

Step 11: Panel Reviews of Host Applications by HSRC

HSRC reviews host applications and allocates the number of interns accordingly:

06 - 10 Sept 2021

Step 12: Host Institutions Selection of Interns

- HSRC grants mentors' access to the DSI-HSRC Internship Management System for shortlisting, interviews & nominations.

13 – 30 Sep 2021

Step 13: Final Selection of Interns by Host Institution submitted to HSRC

- HSRC contacts prospective interns to offer them the internship.
- Interns confirm acceptance of the application

13 – 30 Sep 2021

Step 14: Appointment of Interns by HSRC

- HSRC facilitates contracting process with Interns

13 – 30 Sep 2021

Step 15: Confirmation of Appointments of Interns by HSRC to Host Institution

- Successful interns assume duties at respective host institutions.

01 October 2021

Step 16: Commencement of internship

- Successful interns assume duties at respective host institutions.

01 October 2021