



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

IF YOU HAVE PREVIOUSLY APPLIED FOR HOSTING AN INTERN VIA NRF THEN NOTE THE FOLLOWING:

- 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