

# DSI-HSRC INTERNS, INTERIM SUBMISSIONS AND INTERNSHIP ONLINE TOOL

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# OUTLINE:

- ▶ HSRC Expectations
- ▶ Interns performance management system
- ▶ Submission of documents
- ▶ Online platform portal

# HSRC EXPECTATIONS:

- ▶ Verification of information
- ▶ HI Inductions
- ▶ Interns personal file
- ▶ Allocation of resources
- ▶ Development of Work Plan



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# INTERN PERFORMANCE MANAGEMENT SYSTEM

Consists of Intern Annual Work plan & Intern Performance Evaluation Form

## **A. The Intern Annual Work Plan**

Contain the work programme the intern would be exposed to during internship year

Outlines the main tasks and the deliverables or outputs for the year

## **B. Intern Performance Evaluation**

Provides intern with feedback on his/her performance

Provides an opportunity for mentor- mentee interaction

Identifies areas of improvement and intervention strategies



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# DSI-HSRC INTERSHIP PROGRAMME REPORTING CALENDAR:

The **submission date** for Annual Work plan is **15 November 2021**. ( **Submitted by the mentor**)

The **submission date** for quarterly assessments( initiated by the intern and submitted by the mentor) are as follows:

- Assessment 1 - **02 February 2022**
- Assessment 2 - **06 June 2022**
- Assessment 3 - **02 October 2022**

It is important to make a distinction between the two intake groups ( **01 October 2021** and **01 November 2021** as their reporting dates will vary.



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# SUBMISSION OF FORMS (INTERIM)

**PLEASE NOTE - All these forms must be submitted to the internship email address**

[DSI\\_HSRC\\_internship@hsrc.ac.za](mailto:DSI_HSRC_internship@hsrc.ac.za) ( central administrative email)

- ▶ Monthly Registers
- ▶ Resignation forms
- ▶ Intern Leave forms



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# DOCUMENTS NAMING

It is worth noting that since the submission of some documents will be channeled to one central email address([DSI\\_HSRC\\_internship@hsrc.ac.za](mailto:DSI_HSRC_internship@hsrc.ac.za)), it thus becomes important to ensure that they are named correctly in order to easily be identifiable.

Kindly use the format below when submitting the documents.

- ▶ Name of institution\_ Document Name\_Date\_Surname and initial
- ▶ e.g. HSRC\_Monthly Register\_October 2021\_SD Raseruthe



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# INTERSHIP ONLINE SUBMISSION PORTAL :

The online system development migration  
of the submission below:

- ▶ Monthly Registers
- ▶ Leave Forms
- ▶ Resignation Forms
- ▶ Annual Workplan
- ▶ Quarterly assessment



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# THANK YOU

KEA LEBOGA



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