

Internship Management Portal (IMP)

FAQ

Student Users

Topic	Details
Student Profile	
Profile Creation	Students must set up their profiles in IMP before they can view or apply for jobs.
Self-Rated Skills and Personality	Helps match student profiles to most suitable job listings.
Job Management	
Viewing Jobs	Once the job posting is approved, students from the course can start viewing the job. They can only see jobs relevant to their course of study.
Job Filtering	Students can filter jobs by location, allowance range, etc.
Job Application and Tokens	Students are given 3 tokens each to apply for jobs. They cannot apply for jobs when all 3 tokens are used up. Tokens will be returned to them if the job is hired or they are rejected.
Application Tracking	Students can track their application status: applied, rejected, hired. They will be notified of their application status.
Job Acceptance	Company will make a job offer to selected students. Students must accept the job offer to confirm job acceptance. The job offer will be revoked automatically if not accepted within 7 days, or if the requested vacancy is filled up.
Unplaced Students	IAC will assign them a job via close market after other students are placed.
Self-Sourced Internship	The company still needs to post the job in IMP. IAC will mark the student as "hired."
Conflict of Interest	Students must self-declare any conflicts of interest. IMP does not detect this automatically.
Assessment	
Logbook & Reflection Reminders	Students will receive reminders via email for submissions.
Report Submission	Students can download the draft report generated by IMP. They can add pictures and enhance the report contents, before uploading the final report for submission.
Viewing of Marks	Students cannot view their marks given by company supervisors nor LL in IMP.