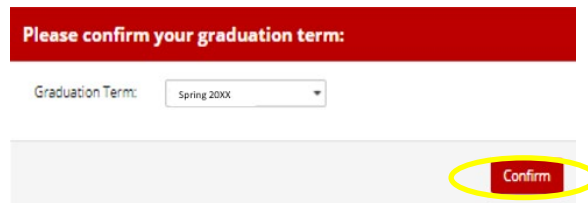


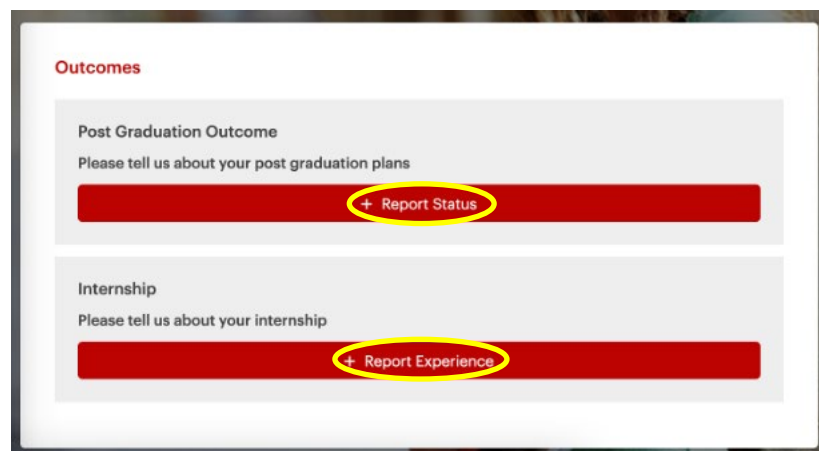
Question: How do I report my internship or post-graduation plans?

1. Login to Career Tracker by going to the following link and selecting BSBA Student Login:
<https://fisher.osu.edu/careers-recruiting/students/career-tracker>

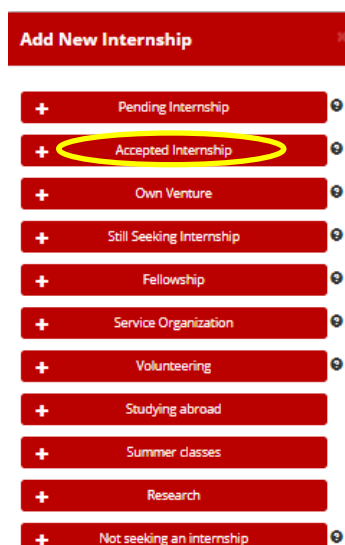
1. Confirm your graduation term



2. Click on either +Report Status (Post-graduation) or +Report Experience (Internship)



3. To report an internship, Click on “Accepted Internship”



4. Complete all fields and click “Submit”

Add an Internship - Offer Accepted

(*) indicates a required field.

Basics	Employer *	Job Title *
	<input type="text" value="Employer Name"/>	<input type="text" value="Job Title"/>
	Industry *	Job Function *
	<input type="text" value="-- Please select an Industry --"/>	<input type="text" value="-- Please select a Job Function --"/>
Location	Country *	City *
	<input type="text" value="Country"/>	<input type="text" value="City"/>
<small>Example: Philadelphia - PA or London - England</small>		
When	Offer Received Date *	Offer Accepted Date *
	<input type="text" value="MM/DD/YYYY"/> <small>Format: (MM/DD/YYYY)</small>	<input type="text" value="MM/DD/YYYY"/> <small>Format: (MM/DD/YYYY)</small>
	Academic Term of Your Internship *	What year was this? *
	<input type="text" value="-- Please select a value --"/>	<input type="text" value="-- Please select a value --"/>
Compensation (USD)	Starting Compensation	
	Base Salary *	
	<input type="text" value="\$"/> per month <input type="text" value="per month"/>	
	<input type="checkbox"/> is Unpaid Internship	
Other	Job Source *	<div>Please provide other pertinent information about your job </div> <div></div>
	<input type="text" value="-- Please select a Job Source --"/>	
	Rotational Program <input type="radio"/> Yes <input type="radio"/> No	
	Is this a full-time position?	
	<input type="radio"/> Yes <input type="radio"/> No	
	Freelance position <input type="radio"/> Yes <input type="radio"/> No	
	Post-graduation internship <input type="radio"/> Yes <input type="radio"/> No	
	Did you receive course credit? <input type="radio"/> Yes <input type="radio"/> No	
	Did you have an internship, co-op, or academic major-related work experience? * <input type="radio"/> Yes <input type="radio"/> No	

5. Report your post-graduation plans in the same manner by selecting “Report Status” and the appropriate option from the list

***Please note - Your post-graduation outcome can be updated at a later date (e.g. if you select “Still Seeking Employment” and later accept a job offer)

Outcomes	Background	Admin	More ▾
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Post Graduation Outcome
+Admin: Add Rumor
+Admin: Unreported

Please tell us about your post graduation plans

+ Report Status

Add Post-Grad Outcome

X

- +

Pending Job

?
- +

Accepted Job

?
- +

Own Venture

?
- +

Still Seeking Employment

?
- +

Still Seeking Education

?
- +

Continuing Education

?
- +

Fellowship

?
- +

Military Service

?
- +

Service Organization

?
- +

Volunteering

?
- +

Not seeking for other reasons

?