



Process for HEART Internship Program.

1. Potential candidate contacts HEART office, staff or through email.
2. Candidate is either sent an application via e-mail or accessed on website.
3. Application is submitted to Intern Coordinator and HEART CO office. **Documents should be emailed to intern@africaheart.com and then snail mailed to CO office.**
4. Intern Coordinator contacts applicant confirming receipt of application.
5. Application is evaluated and references checked by Intern Coordinator.
6. Interview with applicant, either in person or via phone.
7. Applicant will be notified of the status of their application.
8. If applicant is accepted, Gifts Profile sent electronically.
9. Applicant returns completed Gifts Profile to Intern Coordinator electronically.
10. Gifts Profile is assessed by Intern Coordinator.
11. Applicant is contacted by Intern Coordinator with confirmation of acceptance or denial.
12. Intern is given payment schedule and needed info for finance needs.
13. Confirm dates of service with Intern.
14. Intern works with Intern Coordinator and Logistics Coordinator for flights and specific details concerning their Internship.
15. Funds received by the 15th of the previous month that the Intern has been confirmed for. Flight confirmed and Job description and responsibilities solidified.
16. Intern fulfills their term.
17. Mid point of Interns term, Intern Coordinator will meet with Intern for an evaluation.
18. Final Evaluation completed before Intern departs.