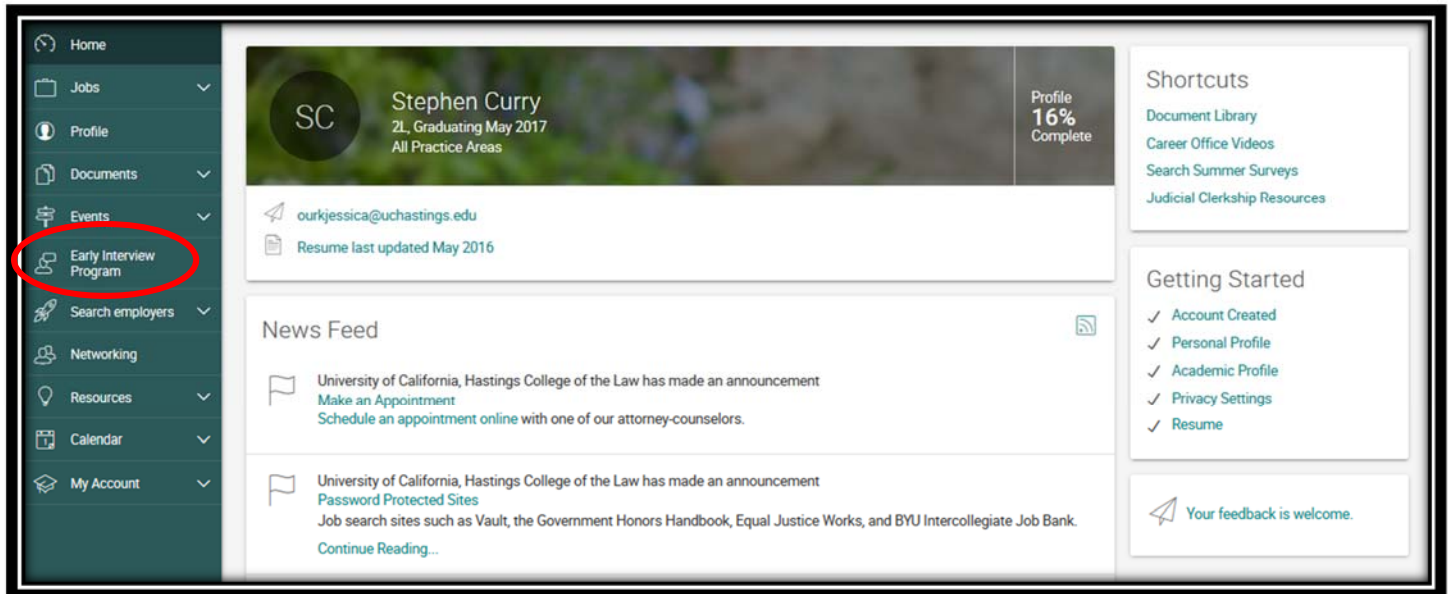


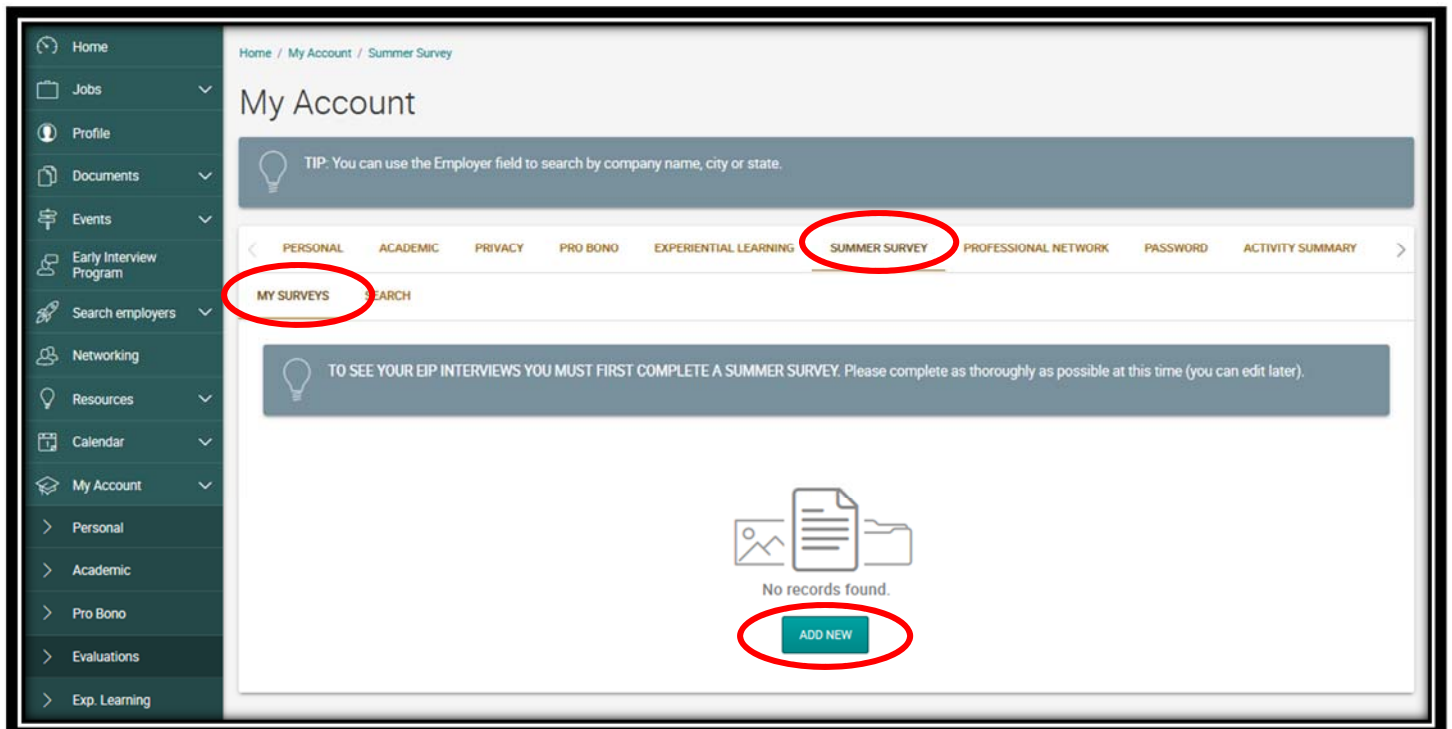
PREPARE: COMPLETE YOUR SUMMER SURVEY!

Summer Surveys provide future students insight into the organizations they may be working at or applying to. **You must complete a Summer Survey on HCO before you are allowed to bid on EIP employers.** Employers will not see your Summer Surveys and you can edit them at a later time. When bidding opens on June 20th, you will be asked to complete a Summer Survey if you haven't done so already, so do it now!!

1. Click on the "Early Interview Program" tab on the left navigation bar.



2. This should automatically direct you to the "Summer Survey" → "My Surveys" screen. Click on the "Add New" button to complete a summer survey. You can always edit your summer survey later.



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3. Please complete the survey as thoroughly as possible. Click “Submit” when you are finished.
 - a. The Summer Survey asks for basic information about the organization, including the diversity of its employees, location, size, your opinions about the organization, the work itself, and how you obtained the position.
 - b. Employers **CANNOT** view these Summer Surveys.

The screenshot displays the 'My Account' interface. At the top, there is a navigation bar with tabs: PERSONAL, ACADEMIC, PRIVACY, PRO BONO, EXPERIENTIAL LEARNING, SUMMER SURVEY (highlighted), PROFESSIONAL NETWORK, and PASSWC. Below the navigation bar, there is a section titled 'MY SURVEYS' with a 'SEARCH' option. A prominent message box states: 'TO SEE YOUR EIP INTERVIEWS YOU MUST FIRST COMPLETE A SUMMER SURVEY. Please complete as thoroughly as possible at this time (you can edit later)'. Below this message, there are three buttons: 'SUBMIT', 'SAVE', and 'CANCEL'. The 'SUBMIT' button is circled in red. Below the buttons, there is a section titled 'Basic Information' with two required fields: 'Employment Period' (set to 'SUM 2016') and 'Your year of graduation' (set to '2018'). A legend indicates that an asterisk (*) denotes a required field.