

How to hire an NYU Abu Dhabi intern

A step-by-step guide to hiring an NYU Abu Dhabi intern to work at your organization

STEP 1: MEET WITH OUR EMPLOYER RELATIONS TEAM

Schedule a phone or in-person meeting with a member of our Employer Relations Team who will discuss your organizations needs and develop a tailored recruitment plan.

STEP 2: DRAFT A JOB DESCRIPTION

Once you have identified a need for an intern within your organization, write up a job description for the internship vacancy you are looking to fill. A member of our team will provide you with a Job Description Writing Guide to help you draft an effective job description.

STEP 3: POST A VACANCY TO NYUAD CAREERNET

Create an account and post your internship vacancy to [NYUAD CareerNet](#), our online job portal that students review regularly. Please review our Job Posting Guide for detailed instructions on how to post your job.

STEP 4: SELECT CANDIDATES TO INTERVIEW

Once your posting expires, you will be sent a CV Packet of applicants to review. The Career Development Center offers on-campus interviews at our designated interview suites, which simplify the logistics for you and your team. If you choose to interview candidates at your location, you are welcome to do so.

STEP 5: REPORT YOUR INTERN

When you have selected candidates and extended offer letters, please complete the Employer Internship Reporting Form. If NYU Abu Dhabi is the visa sponsor, the Career Development Center will then process a Ministry of Labor (also known as a No Objection Letter) for students within three business days so they can begin working at your organization.

CHECKLIST:

- Meet with Employer Relations Team to create a recruitment plan
- Write up a job description and post to NYUAD CareerNet
- Interview candidates at our interview suites or your location
- Make your final selection
- Complete the Employer Internship Reporting Form

Employer Relations Team

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