PARKER DEWEY

Partner Checklist: Getting Started

When you first become a Parker Dewey partner,
these steps are required to set your institution up for Micro-Internship success

Keep Track of Your Progress:

Copy All Partner Checklists in Google Drive

Maintain updated point of contact information

Make sure Parker Dewey has a student-facing and employer-facing point of contact from your institution. Email Parker Dewey with updates. Points of contact are also welcome to join us at our regularly scheduled Partner Office Hours.

Review your Parker Dewey Landing Pages

Partners receive two links - one to share with potential Micro-Interns, and another to share with employers. These pages include tutorials, webinar details, testimonials, and frequently asked questions for their respective audiences. Want to make changes, or having trouble finding your links? Contact the Parker Dewey partnerships team at schools@parkerdewey.com.

Ensure that you and your institution can receive PD emails

- Safelisting instructions
- Partner newsletter subscribe link

Send an Email Announcement

- Template for announcing to employers
- Template for announcing to students

Log in to Parker Dewey

Parker Dewey+ Partners: Access Your Parker Dewey+ Dashboard. Set reminders for yourself to check this data regularly.

- Log in Link
- Parker Dewey+ User Guide

Basic-Level Partners: Create a student account so you can see the platform exactly as your students do. Use a departmental email and share the login credentials with any colleagues that would benefit from being able to demonstrate how the platform works.