

# Standard Operating Procedure (SOP): Internship Offer Issuance and Acceptance Procedures

This SOP details the **internship offer issuance and acceptance procedures**, covering the steps for drafting and sending internship offers, verifying candidate qualifications, outlining terms and conditions, managing communication with prospective interns, handling acceptance confirmations, and maintaining proper documentation. The goal is to ensure a clear, consistent, and efficient process for extending internship opportunities and securing formal acceptance from candidates.

## 1. Purpose

To establish a standardized process for issuing internship offers and obtaining formal acceptances to ensure procedural clarity, compliance, and accurate record keeping.

## 2. Scope

This procedure applies to all departments and personnel involved in the selection, communication, and onboarding of interns.

## 3. Responsibilities

Role	Responsibility
HR Staff / Coordinator	Drafting, sending, and tracking internship offers; maintaining records.
Hiring Manager / Supervisor	Verifying candidate qualifications and selection.
Candidates	Responding to internship offers within stipulated timelines.

## 4. Procedure

- 1. Verification of Candidate Qualifications**
  - Confirm candidate eligibility and satisfactory completion of all recruitment steps (screening, interviews, assessments).
  - Notify HR of selected candidate(s).
- 2. Drafting the Internship Offer**
  - Prepare a formal internship offer letter using the approved template.
  - Include details such as position title, department, duration, stipend (if any), reporting details, start and end dates, and conditions of appointment.
- 3. Approval of Offer Letter**
  - Obtain necessary approvals/signatures from designated authorities before sending the offer.
- 4. Issuance of Offer**
  - Send the finalized offer letter to the candidate via official email or system (with a copy to HR).
  - Attach any relevant onboarding materials, such as policies and forms.
- 5. Communication and Follow-up**
  - Clearly communicate the acceptance deadline (typically 5-7 working days from issuance).
  - Be available to answer candidate queries relating to the offer.
- 6. Acceptance Management**
  - Receive acceptance confirmation in writing (email or signed offer letter).
  - If acceptance is not received by the deadline, send a reminder (optionally) before marking the offer as lapsed.
- 7. Documentation and Record Keeping**
  - File all correspondence, signed offer letters, and acceptance emails in the candidate's personnel file (physical or digital).
  - Update the internship master list or HRIS accordingly.
- 8. Onboarding Preparation**
  - Initiate onboarding processes upon receipt of the formal acceptance.

5. Documentation

- Approved Internship Offer Letter Template
- Candidate's Resume/Application
- Signed/Accepted Offer Letter
- Email Correspondence
- Onboarding Checklist

6. Reference

- Company Internship Policy
- HR Manual / Guidelines

7. Revision History

Version	Date	Description	Prepared By
1.0	2024-06-06	Initial SOP issue	HR Department