

# TXWORKS

TEXAS INTERNSHIP CHALLENGE

TEXAS WORKING OFF-CAMPUS:  
REINFORCING KNOWLEDGE AND SKILLS (WORKS)  
INTERNSHIP PROGRAM  
TXWORKS

TXWORKS Student Guide to Search and Apply for Internships on  
[www.TXInternshipChallenge.com](http://www.TXInternshipChallenge.com).

2021 – 2022



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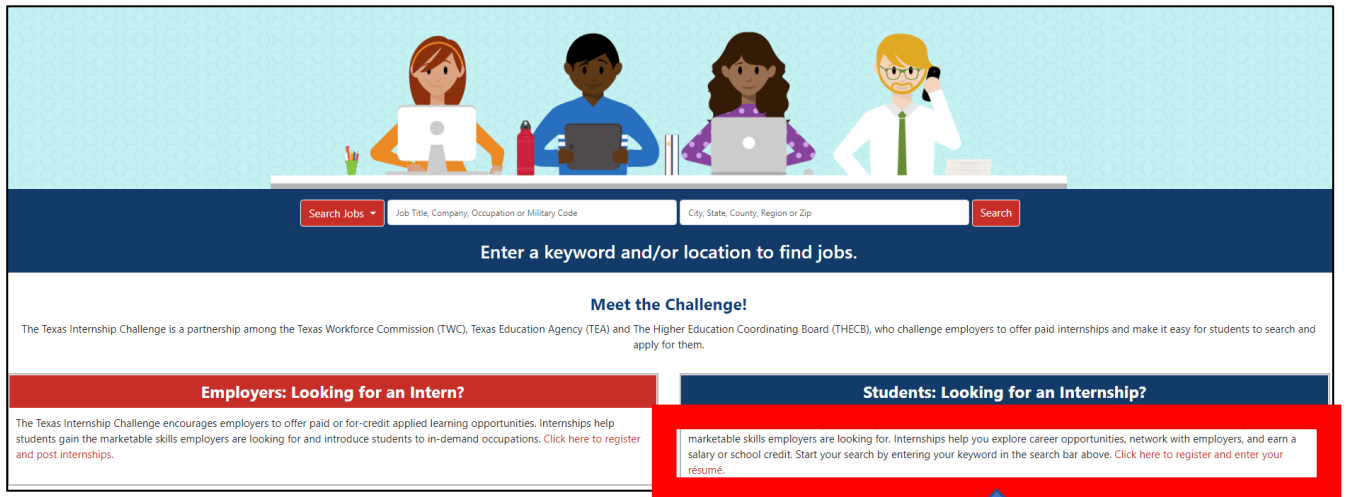
## Guide Introduction

**TXWORKS** provides Texas undergraduate college and university students an opportunity to develop career readiness via-on-the-job training. The TXWORKS internship experience will prepare students to achieve their full potential, helping them successfully transition into the workforce upon graduation. Students participating in the TXWORKS Internship program must be Texas residents, have applied for financial aid, be eligible for financial assistance, and seeking a Bachelor degree, Associate degree, or Certificate. To learn more about the TXWORKS Internship Program visit [www.highered.texas.gov/txworks](http://www.highered.texas.gov/txworks) on the Texas Higher Education Coordinating Board (THECB) website.

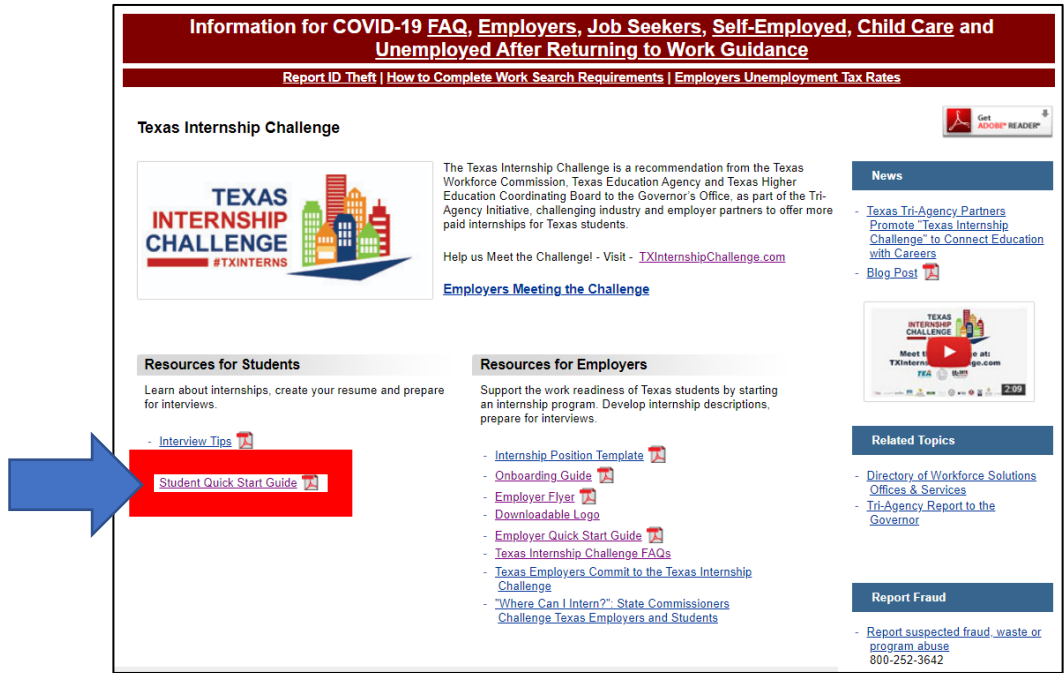
This guide is to help eligible Texas college and university students search and apply for TXWORKS internships through the Texas Workforce Commission, [www.TXInternshipChallenge.com](http://www.TXInternshipChallenge.com) site.

## Register for [www.TXInternshipChallenge.com](http://www.TXInternshipChallenge.com).

1. Go to <https://www.txinternshipchallenge.com/> and select **Click here** to register and follow the remaining instructions.



For detailed instructions on registering for [www.TXInternshipChallenge.com](http://www.TXInternshipChallenge.com), go to <https://www.twc.texas.gov/news/texas-internship-challenge> and select **Download Student Quick Start Guide**.



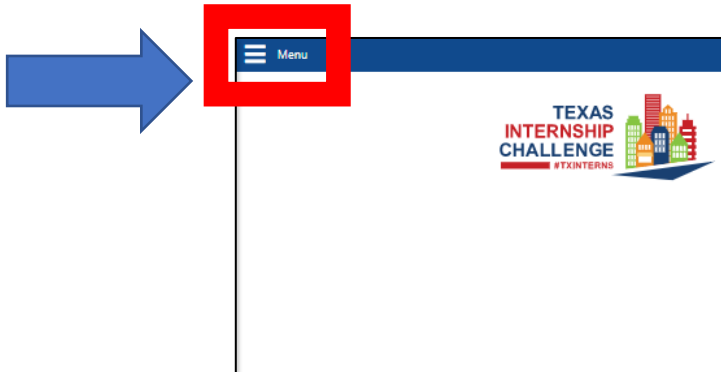
### Search and Apply for a TXWORKS internship position.

1. Enter the username and password you set-up when you registered for [www.TXInternshipChallenge.com](http://www.TXInternshipChallenge.com). If you have forgotten your username or password, select **Retrieve User Name or Password**.

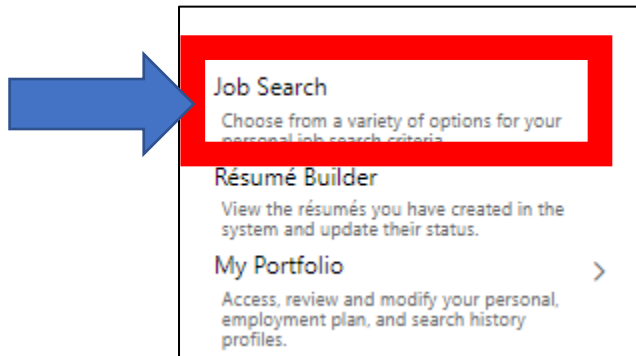
Check the box, **I'm not a robot** and then select **Sign In**.



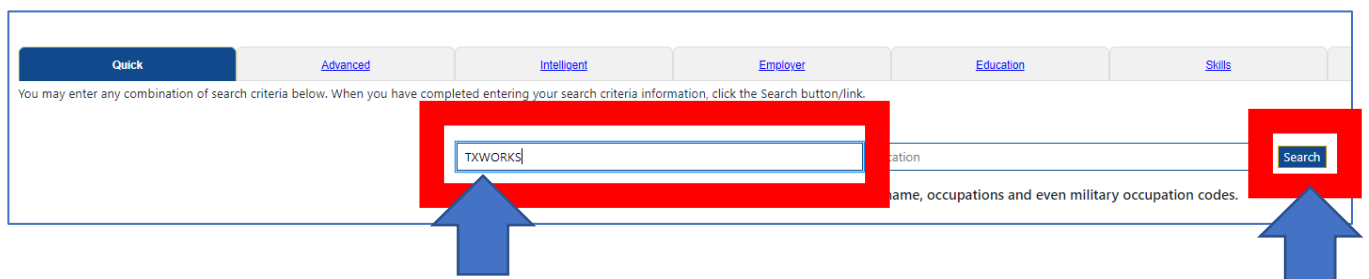
2. Select **Menu** in the far upper-right hand corner.



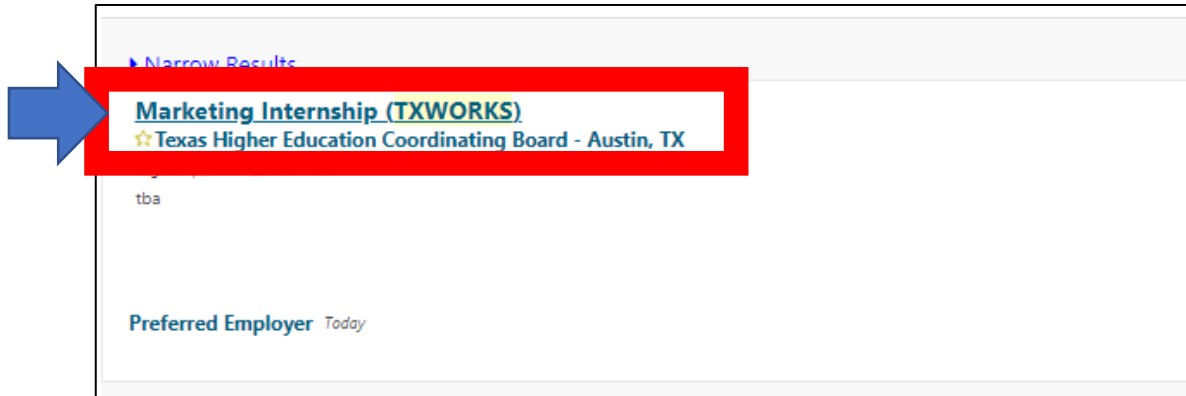
3. Select **Job Search**.



4. Type **TXWORKS** in the box and select **Search**.



5. Internship positions that are part of the TXWORKS program will have TXWORKS listed in parenthesis after the position title. For example: *Marketing Internship (TXWORKS)*.



6. Open the posting and view the details about the position. If you are interested in applying, select the red **Apply** button at the top of the posting.

1 of 1 Share More Like This **Apply**

**Marketing Internship (TXWORKS)**  
**Texas Higher Education Coordinating Board**  
 Occupation: Market Research Analysts and Marketing Specialists  
 Location: Austin, TX - 78752 Job #: 442  
 Positions available: 1  
 Updated: 5/25/2021 Source: Texas Internship Challenge  
 Expires: 5/25/2021 Site: Texas Internship Challenge

**\$20.00**  
Per Hour

Position range in Austin-Round Rock, TX Metropolitan Statistical Area  
\$25.95 - \$46.35 Per Hour

**HELPFUL TIP:** You will need to see pop-up windows after selecting the Apply button. Therefore, enable pop-up windows to display in your browser so you do not miss any important application instructions. Go to the settings for your browser to manage pop-up permissions.

**Alert...**

In order to apply for this job, you need to enable pop-ups in your browser settings and then select the Apply button again to start your job application.

**OK**

7. After clicking the **Apply** button, the section titled **Additional Application Information** and **Provide a TX Internship Application Online** will display as shown below.

All participating TXWORKS employers will request you to submit:

- the TXWORKS Student Participation Eligibility Letter
- copy of a current transcript (unofficial copy is acceptable)
- a TX Internship Application Online (additional information on completing the TX Internship Application Online is provided in Step 8).

Employers will provide instructions in the section titled **Additional Application Information** for:

- How to submit the TXWORKS Student Participation Eligibility Letter and a copy of your transcript (unofficial copy is acceptable).
- Additional steps you need to complete to finish the application process. The additional instructions provided may be different for each TXWORKS employer.



Read and follow the instructions provided in the section titled **Additional Application Information** carefully to make sure you complete all the steps provided to finish the application process for this internship.

**Note:** *This is an example of instructions an employer might provide in the Additional Application Information section.*



**Additional Application Information**

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To apply for this position, please visit our company [careers site](#) and search for the Marketing Internship position. On the marketing internship position, select **Apply** and when prompted to upload documents, upload all of the following:

- TXWORKS Student Eligibility Letter
- Copy of current transcript
- Resume
- Cover Letter

**DO NOT APPLY TO THIS JOB ORDER. THIS IS FOR TESTING PURPOSES ONLY.**

**Provide a TX Internship Application Online**

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The employer has indicated that you may apply by submitting a TX Internship online application form. You should attach your online application form for this employer to review.

[\[ Click here to view your current online application form \]](#)

**Apply via Application Form**

8. All TXWORKS Employers will require you to provide a **TX Internship Application Online**. If you have previously completed an application in [www.TXInternshipChallenge.com](http://www.TXInternshipChallenge.com), select **Click here to view your current online application form**.

**Additional Application Information**

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To apply for this position, please visit our company [careers site](#) and search for the Marketing Internship position. On the marketing internship position, select **Apply** and when prompted to upload documents, upload all of the following:

- TXWORKS Student Eligibility Letter
- Copy of current transcript
- Resume
- Cover Letter

**DO NOT APPLY TO THIS JOB ORDER. THIS IS FOR TESTING PURPOSES ONLY.**

**Provide a TX Internship Application Online**

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The employer has indicated that you may apply by submitting a TX Internship online application form. You should attach your online application form for this employer to review.

[ [Click here to view your current online application form](#) ]

**Apply via Application Form**

9. If you have **NOT** completed an application through [www.TXInternshipChallenge.com](http://www.TXInternshipChallenge.com), you will have the opportunity to complete one on the next screen. Select **Apply via Application Form** to proceed to the next screen.

**Additional Application Information**

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To apply for this position, please visit our company [careers site](#) and search for the Marketing Internship position. On the marketing internship position, select **Apply** and when prompted to upload documents, upload all of the following:

- TXWORKS Student Eligibility Letter
- Copy of current transcript
- Resume
- Cover Letter

**DO NOT APPLY TO THIS JOB ORDER. THIS IS FOR TESTING PURPOSES ONLY.**

**Provide a TX Internship Application Online**

---

The employer has indicated that you may apply by submitting a TX Internship online application form. You should attach your online application form for this employer to review.

[ [Click here to view your current online application form](#) ]

**Apply via Application Form**

10. After selecting the **Apply via Application Form** button, this screen will display. To complete an online application or to edit an existing online application, select the **Background Wizard**.

**Additional Application Information**

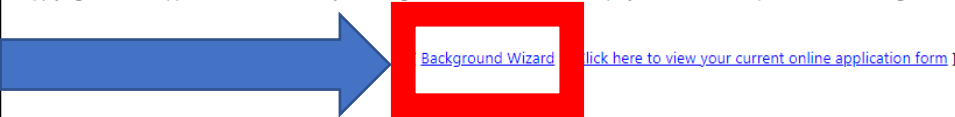
Special instruction when applying for this job: To apply for this position, please visit our company [careers site](#) and search for the Marketing Internship position. On the marketing internship position, select **Apply** and when prompted to upload documents, upload all of the following:

- TXWORKS Student Eligibility Letter
- Copy of current transcript
- Resume
- Cover Letter

**DO NOT APPLY TO THIS JOB ORDER. THIS IS FOR TESTING PURPOSES ONLY.**

**Provide a TX Internship Application Online**

Applying via online application submits all of your background information to the employer. Click below to preview what is being submitted or click to edit your information.



**Attachment Options**

**Cover Letter (optional)**

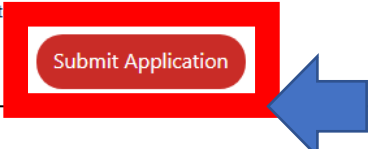
If you would like to attach a cover letter that will be visible when the employer reviews your submission, please select one from the dropdown or click to create a new one.

(You have no saved cover letters)

[\[ Create Cover Letter \]](#)

11. To submit the application, applicants must review and acknowledge the statement below by **checking the box**. After checking the box, select **Submit Application**.

Please check the checkbox to acknowledge that you will be providing your contact information to the employer posting this job in addition to any other information you may have added to your background. If Apply by Résumé is available for this job order, you can restrict the background information displayed to employers by creating a résumé with limited employment history and use it to apply to other employers.




12. After selecting **Submit Application**, the next screen will display and include confirmation of your submission.

**Provide a TX Internship Application Online**

Thank you for your submission. Below is a summary of what information was submitted as well as any follow up information required to complete your application to the job.

You have applied via Application Form on 5/25/2021 6:27 PM

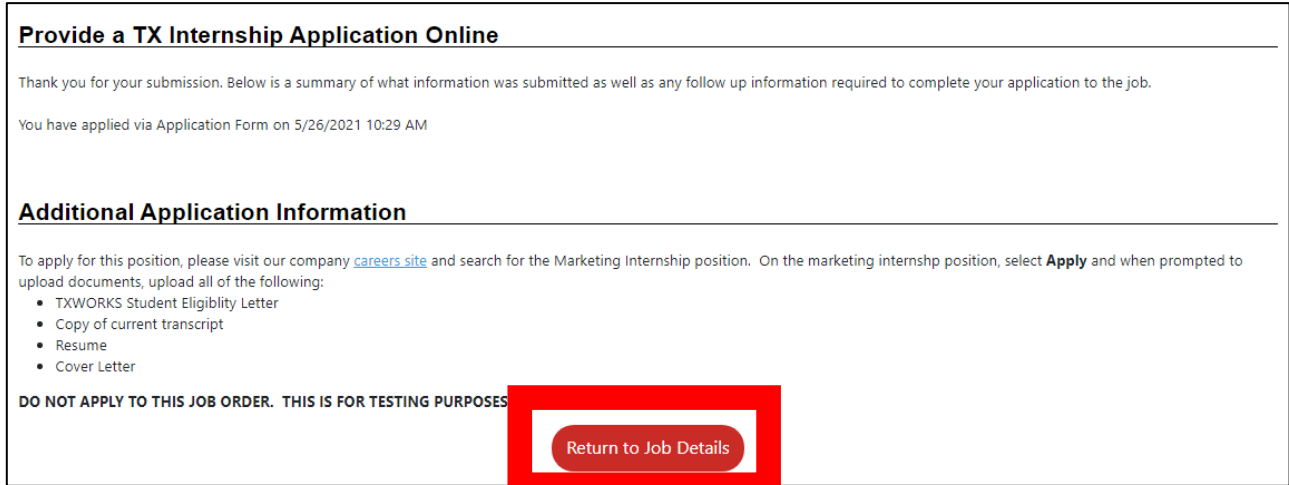




**HELPFUL TIP:** If selected to interview for the internship position you applied for, you will want to have a copy of this posting to prepare for the interview. The internship posting may not still be posted on this site when you interview. Therefore, you are encouraged to save a copy of the internship position description.

To save a copy of the internship posting, follow these steps:

1. After you have submitted an application, select the **Return to Job Details** button.



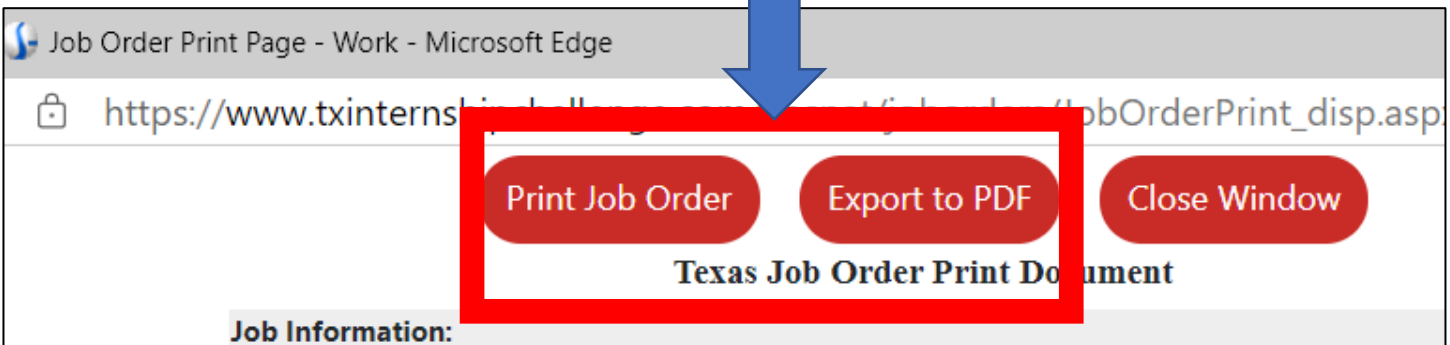
2. When viewing the **Job Details** (also referred to as the Job Order), go to the bottom right-hand corner of the Job Order, find, and select **Print Job Order**.



Select an option:

- **Print Job Order or Export to PDF.**

**Helpful Tip:** If **Export to PDF** is selected, save to a location (i.e., your desktop, USB drive, the cloud, etc.) you have easy access to in the future.



## Contact for Technical Assistance with Texas Internship Challenge Site

For technical assistance with the [www.TXInternshipChallenge.com](http://www.TXInternshipChallenge.com) site, contact:

### **Texas Workforce Commission (TWC)**

#### **Workforce Systems Support Desk**

Phone: 512-463-4210

Email: [wfsupportdesk@twc.state.tx.us](mailto:wfsupportdesk@twc.state.tx.us)

Hours of Operation: 8:00am - 5:00pm CST

## Contact for Non-Technical Questions about TXWORKS Internship Program

For non-technical questions about the TXWORKS Internship Program, contact:

### **Texas Higher Education Coordinating Board (THECB)**

Phone: 512-427-6582

Email: [txworks@highered.texas.gov](mailto:txworks@highered.texas.gov)

Webpage: [www.highered.texas.gov/txworks](http://www.highered.texas.gov/txworks)