

HSRC GRADUATE RECRUITMENT PROCESS FLOW

STEP 1 **INTERNSHIP APPLICATION**

- Call opens: **Monday, 17 February 2025**
- Closing Date: **Monday, 17 March 2025**

STEP 2 **DO I QUALIFY?**

To see if you qualify refer to the first page of the intern advert call document.

STEP 3 **APPLYING**

- Click here to apply: <http://interns.hsrc.ac.za/>
- Create a Profile
- Select your discipline or area of interest
- Select your preferred province of placement
- Submit application
- Upon submission your application will receive an email notification confirmation.

See the step by step guide for detailed instruction under the Online Manual menu item on the landing page of the HSRC management system.

STEP 4 **APPLICATION SCREENING**

- Your application will be screened by the HSRC to confirm that you meet all the requirements by **Tuesday, 18 March 2025**
- *Note that if your application does not meet our requirements you will be disqualified.*

STEP 5 **REVIEW OF APPLICATIONS**

- Host Institutions will review the applications from Graduates to select who they would like to host.
- If you are shortlisted, you will be contacted for an interview between the following dates **18 - 20 March 2025**
- Note that the recruitment of successful interns will be done in 1 intake as describe in the call documents.

STEP 6 **SUBMISSION OF SELECTED GRADUATES BY HOST INSTITUTION**

- Host institutions submits a list of their selected graduates to the HSRC by the following dates: **25 March – 15 April 2025**

STEP 7 **CONTACTING SUCCESSFUL GRADUATES**

- HSRC will contact recommended candidates
- Recommended candidates submit Verification of Eligibility Form online.
- HSRC undertakes verification process.

STEP 8 **CONTRACTING**

- Once verified and approved, HSRC releases contracts.
- Candidate **signs** and **uploads** contract.
- HSRC **reviews** signed contract and updates status to **Contract Accepted**.
- **Candidate to register with SARS** to get a tax number. (Required: Proof of Valid Certified ID, Proof of Address and Proof of Banking Details).
- **Candidate to submit** the tax number to HSRC before **11 April 2025**.

STEP 9 **ASSUMPTION OF DUTY**

- Successful interns assume duties at respective host institutions on the following date: **1 May 2025**



Do not contact us about the status of your application. If you do not hear from us by the **31st May 2025**, then consider your application unsuccessful.

