

Welcome to ClimbHI Bridge!

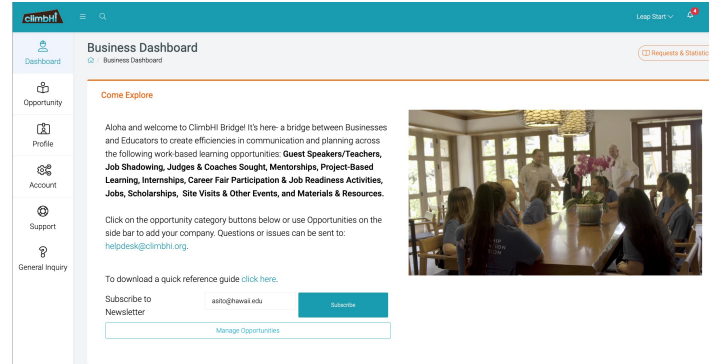


Let's get started:

Logging in

Log in to: <https://bridge.climbhi.org/>

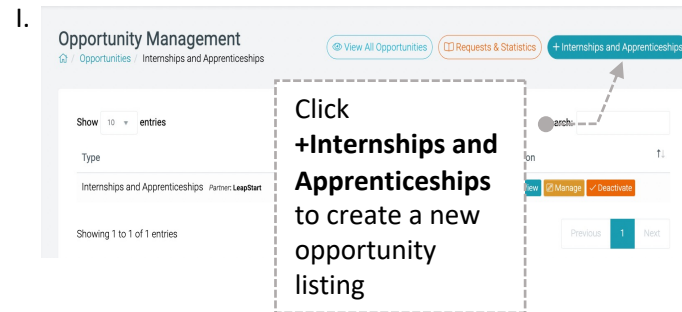
Once logged in, you will be directed to the **Business Dashboard**



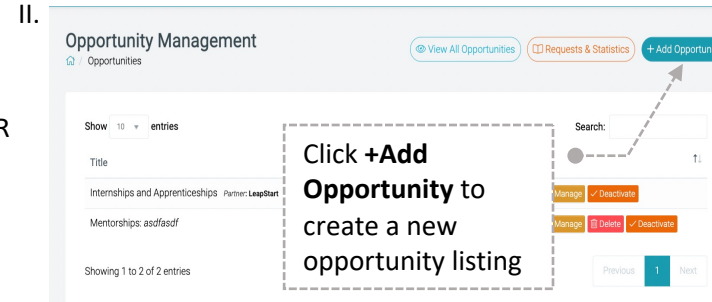
Step 1: Adding a New Internship Opportunity

2 ways to add a new opportunity:

- Select opportunity type, select "Create New"
- Use the menu bar on left-hand side, select Opportunity



OR



Optional:

- Spots available
- Application deadline
- Additional title
- Opportunity details
- Selecting pathways
- Grades
- Specific islands
- Language

Step 2: Fill in Opportunity Information

Opportunity Type

Spots Available

Application Deadline

Optional Additional Title Information

Please load opportunity details or restrictions, ex: lead time needed, preferred days and times, topics, etc.

Select all relevant CTE Pathways for this opportunity

If applicable to specific grades only, please indicate.

Leave blank for Statewide. If applicable to specific islands only, please indicate.

Select language(s) if multilingual resources or speakers are available for this opportunity

Attach File

To provide exclusive opportunities or a limited amount of events, open a ticket and ClimbHI staff will contact you.

Partnership

Save

To enable applicants to submit resumes, activate the opportunity.

Opportunities / Internships and Apprenticeships: Test Internship

Opportunity Test Internship created successfully!

Post Details

Business Name: Leap Start

Posted by: Anafe Campo

Status: Active

Visibility: Standard

Partnership

Partnership: Leap Start

Opportunity Details

Opportunity Details: Not Specified

Setup Application

For Cyberhawaii Businesses only, please click activate to make the opportunity open to applications.

Activate

Step 3: Create Intake Questions

Optional: Create custom intake questions

Preview listing to show the application as the Opportunity Seeker's view.

Intake Questions

+ Create Intake + Import from Previous Application There are no intake questions added to this form.

Preview Listing

Submissions
No Submissions

Create Intake Questions

Type of Answer: Text Box

NOTE: If this is a text response, the response will show in the form field as a placeholder with instructions. If the answer type is a dropdown, place your values separated by a pipe "|" (the character above the enter key). Example "Option 1|Option 2|Option 3".

Question for Applicant: e.g. Ping

Load Responses Here: e.g. Ping

Required: ☐

Save

4 types of intake questions can be created:

- Numeric value
- Text box
- Multi-line text box
- Dropdown select

Step 4: Find Applications

- Select Opportunity type: Internships & Apprenticeships
- Select specific listing
- Scroll down to Submissions
- Click View
- Accept or Reject applications, or send a follow-up message

Show Internships and Apprenticeships: Test Internship

Opportunities / Internships and Apprenticeships: Test Internship

Post Details

Business Name: Leap Start

Posted by: Anafe Campo

Status: Active

Visibility: Standard

Partnership

Partnership: Leap Start

Opportunity Details

Opportunity Details: Not Specified

Intake Questions

+ Create Intake + Import from Previous Application There are no intake questions added to this form.

Submissions

Preview Listing

Show: 14 entries

Date: 21 seconds ago

Requester: Anafe Campo

Status: Active

Action: View

Showing 1 to 1 of 1 entries

Submission to Test Internship by Anafe Campo

Opportunities / Test Internship / Details

Application

Cover Letter: Test application

Status: Viewed 1 second ago

Date: 2022-07-14 14:46:25

Accept Candidate Reject Candidate

Communication

Test application
2 minutes ago (Anafe Campo)

No reply provided yet.

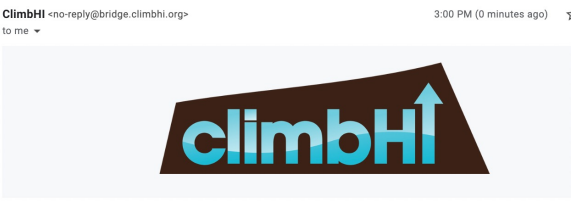
No files attached.

Send a message for more information or start accept / decline process below.

Send Message

**Note: Applicants can withdraw applications at any time.*

You received a message from a user on ClimbHI Bridge Inbox



You received a message from a user on ClimbHI Bridge

Additional info

→ Ana Test2

View this message

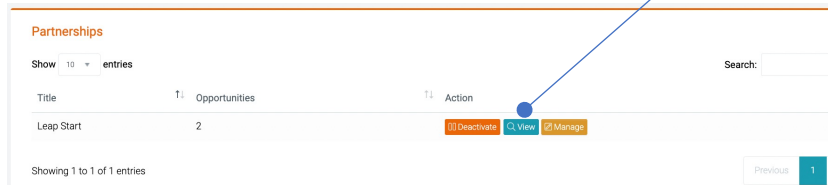
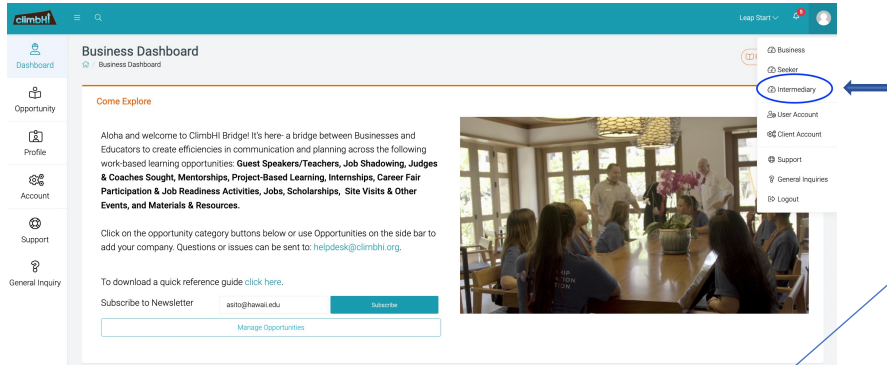
Businesses receive email notifications when:

- Business sends direct communication to applicants & applicant replies.

**To avoid flooding inboxes, notifications are not sent when applicants apply.*

Intermediary Access

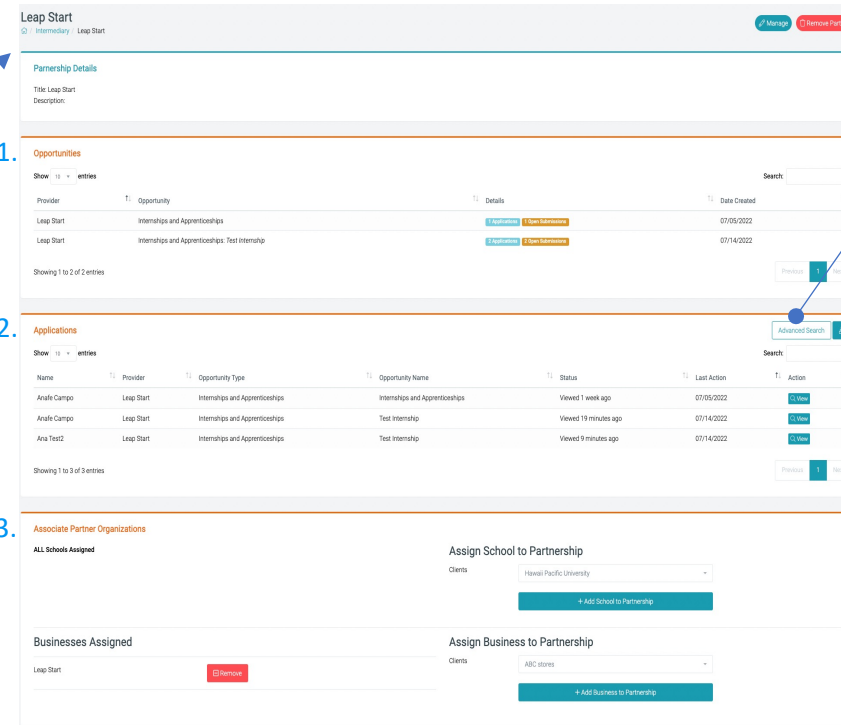
On the top-right hand of your dashboard, select Intermediary in the drop-down menu.



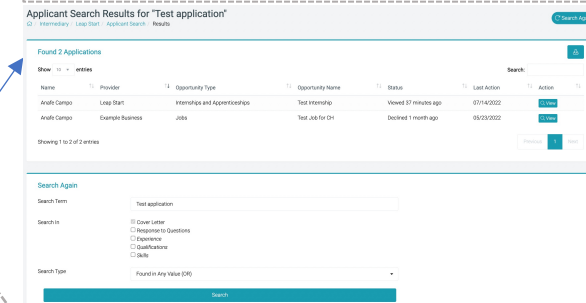
Select **“View”** to enter into the Leap Start overall tracking.

Overall Tracking includes:

1. All opportunities
 - Leap Start must be selected in Partnership in opportunity loading
2. All applications
 - Applicants apply to Leap Start Partnership Internships & Apprenticeships
3. All businesses associated with Leap Start project.
 - All businesses assigned.
 - To add a business, contact helpdesk@climbhi.org



Click Advanced Search to search for specific applications with a specific term.



Click the Export button to download all applications in a CSV file.