**NEW BUSINESSES**

1. COIC submits the new business’ information (business name, address, phone, supervisor name, supervisor email, position name, position description) using the "Submit New Business Info" button on the right side of this screen.

2. Mid Oregon Personnel will review and verify worker’s compensation eligibility.

3. Mid Oregon personnel will send a confirmation email to COIC that the placement location is ready to receive interns.

**INTERN PLACEMENT**

1. COIC completes the new hire packet, including cover sheet filled out by COIC, and then sends it to Mid Oregon Personnel.

2. Mid Oregon Personnel enters the new hire and notifies COIC when the intern is ready to start work. We need at least 24-hours’ notice to place an intern.

IMPORTANT: INTERNS CANNOT START PRIOR TO BEING FULLY ONBOARDED AND WILL NOT BE COVERED BY OUR WORKER'S COMPENSATION.

3. Mid Oregon Personnel will send you a confirmation email that your intern has been onboarded. If time sensitive, please give us a call.