

EMPLOYER’S INTERNSHIP DEVELOPMENT CHECKLIST

1. DEFINE INTERNSHIP PROGRAM GOALS

Defining Program Goals

- Will your internship program be used as a recruitment tool to find your next full-time employees?
- Is an internship program a way for your company to help students get experience and to give back to the industry?
- Does your company want to create stronger ties with local colleges and universities?
- Is the internship program a way to give your company a fresh perspective on operations and services?
- Can an internship program lighten the workload of regular employees during peak workloads or provide the resources for special projects to be completed?
- Establish program goals
- Determine how goals will be achieved

2. DEVELOP JOB DESCRIPTION FOR INTERN

Create Job Description

- Define duties and responsibilities
- Define level of skills, education, and experience preferred
- Full-time or part-time
- Length of internship

Compensation

- Paid or Unpaid
- College credit

3. RECRUIT AND SELECT

Location(s) to Recruit

- Local colleges and universities
- Professional associations
- Online job boards

Recruitment Periods

Rule of Thumb: Start recruiting interns three to four months prior to the internship start date.

- Summer – recruit February or March
- Fall – recruit May or June
- Spring – recruit September or October

Recruitment Periods

Align candidates with job description and conduct interviews with intention

- Involve employees directly working with intern
- Ask probing questions
- Test for required skills

4. DEVELOP A COMPREHENSIVE INTERNSHIP PROGRAM

Create Company Orientation

- Describe your organization's culture
- Provide an overview of your organization's structure
- Explain department roles

Create Training Program and Provide Support

- Setup desk, computer, and telephone
- Provide an explanation of intern duties
- Identify intern's mentor/manager

5. INTERNSHIP ASSESSMENT AND REVIEW

Evaluation of Intern

- Monitor intern and provide feedback
- Provide program-end performance review
- Obtain assessment from intern

Evaluation of Internship Program

Refer back to your program goals

- Review program goals
- Assess the outcome of the internship program