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 INTERNS

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