



## But wait, there's more . . . .

- How many hours a week?
- Who will supervise the intern? Time?
- How will we pay the intern?
- When should we start recruiting?

## Helpful tip

- It's best to start recruiting students at least 3 months prior to the actual start of the internship
- Assigning both a supervisor AND a mentor is a great way to increase job performance and create a "safe space" for your intern or co-op student

## Other things to consider:

- Office space? Equipment? Parking? (Relocation/Housing?)
- Get buy-in from entire office otherwise your intern won't feel welcome. (Prepare a presentation on benefits of interns for your company.)
- Check on any legal issues associated with hiring interns. (Minimum wage requirements, workers' compensation issues, safety and harassment policies, termination guidelines, benefits, etc.)

## Create the structure for the internship:

- Learning objectives
- Daily responsibilities
- Short- and long-term projects
- Supervisor assignments
- Evaluation procedures
- Policies and expectations
- Orientation and exiting processes

## Helpful tips

- Consider a handbook or welcome packet that communicates "the rules" in a warm and welcoming way.
- Decide where your student will work and what equipment he or she will need and have the work space ready the first day

## More things to consider . . . . .

- Make sure to have enough work for the intern. They work fast!
- Provide meaningful work! Break up mundane tasks by allowing your intern to work on a more exciting project for a period of time before going back to the mundane task.
- Communicate clear expectations and instructions and be available to answer questions. Assume nothing!
- Provide training when needed to ensure student success.

## Helpful tip

- It's best to offer ongoing training rather than a "crash course" on day one, then no training for the rest of the semester
- If you can afford to hire more than one intern, they can act as a support for each other. Also, pairing a more advanced student to work with a newer student is a great way to train the newer student and to build his or her confidence.



- Check student's progress frequently to make sure they are performing the tasks to your specifications. It's easier to correct mistakes early than to wait until the end. Checking in often also creates a better learning experience (as long as it doesn't come across as micro-managing).
- Address problems (or potential problems) as they arise - don't let them build up. Ask how you can help.



- Give praise when possible and offer constructive feedback when needed.
- Remember that this is often a student's first professional experience. Show appreciation, offer encouragement and provide positive feedback so that they feel valued. Praise motivates!



## Where do I post my positions for students?

- You can post your job description in our dedicated database: [www.uc.edu/pal](http://www.uc.edu/pal)
- Or send your job description to Paula Harper: [paula.harper@uc.edu](mailto:paula.harper@uc.edu)



## Conduct Interviews

- Contact students directly to schedule interviews at your office
- You can also reserve interview rooms on campus if you would prefer to interview there
- Provide a clear timeline for interviewing and making your decision



## Helpful tip

- Don't wait to interview or make offers!
- It's best to conduct your interviews right away since you will be competing with many other employers for talent.
- Students will disappear quickly as they accept offers throughout the semester.



- Follow up with your candidates to make offers or to let them know that you have filled the position. Remember that you are representing your brand and want to maintain a positive impression even if you do not select a particular candidate.
- Provide feedback when possible so that students can improve for future interviews.



## Communicate, communicate, communicate!

- Select a start date that falls within the first two weeks of class. End date?
- Be prepared for the first day! Designated space.
- Arrange a schedule and communicate how you would like to be contacted if there will be any deviations from the schedule



- Communicate the expectations of your workplace. Dress code? Attendance? Safety? Confidentiality? (Handbook?)
- Introduce your intern to other staff members and make them feel welcome.
- Provide clear instructions for tasks. Meet at least once a week to check progress, address any issues that arise, etc.
- Remember, never assume!



## Ending an Internship

- Many employers will choose to keep their intern if it is a good fit.
- Staying engaged with former co-op students between semesters has a strong impact on their potential to return for another semester.
- Some internships/co-ops have to end due to budgetary constraints or because the project is finished, or the student wants to explore other options.



- When ending an internship, solicit feedback from the student about what he or she liked the best? Least? And ask how you might improve the experience? (Exit interview)
- You may also want to consider having your intern create a training manual for the next student to help them get up to speed quickly.
- Remember to complete your student evaluation in our system.



## QUESTIONS?

Contact Paula Harper at  
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