Cincinnati Region Internship Task Force

INTERNSHIP PROGRAM WORKSHEET	Notes:
1. DETERMINE PROGRAM GOALS: The goals of this program will directly inform the intern job descriptions. Many organizations use internship programs as a recruitment tool for full time employees. Others use them to offer experience to students and give back to the community. Internship programs can strengthen relationships between colleges and universities and your business. What are your internship program's goals?	
☐ Establish program goals and outcomes.	
☐ Create plan for achievement of goals.	
2. APPOINT INTERN SUPERVISOR: This is a significant responsibility and not merely an add-on to an individual's job description. A dedicated supervisor to direct and manage interns is necessary.	
☐ Establish dedicated supervisor.	
3. DEVELOP JOB DESCRIPTION FOR INTERN: Create a job description that includes the items below.	
☐ Define duties and responsibilities.	
$\hfill \Box$ Define level of skills, education, and experience preferred.	
$\hfill\square$ Determine weekly schedule (full-time or part-time).	
☐ Determine length of internship.	
4. DETERMINE COMPENSATION: The Cincinnati Region Internship Task Force strongly encourages paid internships where possible. Read the update to the Fair Standard Labor Act (Jan 2018) regarding paid and unpaid internships.	
☐ Paid or Unpaid (See FSLA update).	
☐ If paid, determine hourly rate or stipend.	

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5. RECRUIT AND SELECT: Organizations wishing for a cyclical program to hire interns at regular intervals should begin recruitment three to four months prior to the start date. More informal timelines allow recruitment as needed with shorter timeframes. Having good relationships with colleges and universities is beneficial in both cases. Sources:	
☐ GC3/colleges and universities.	
□ Professional associations.	
□ On-line job boards.	
Recruitment Timeframes:	
□ Summer Intern – February or March.	
□ Fall Intern – May or June.	
☐ Spring Intern – September or October.	
Screening and Interviewing Applicants:	
☐ Assemble hiring team (should include individuals working with interns).	
☐ Create plan for initial screening of resumes and/or candidates (could include rubrics or checklists).	
□ Create interview questions.	
☐ Create appropriate tests for any required skills.	
☐ Schedule interviews and include any necessary testing.	
☐ Follow up with all candidates.	

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6. CREATE COMPREHENSIVE INTERNSHIP PROGRAM: Design an orientation for interns with all or some of the following.	
☐ Describe the organization's culture and structure.	
☐ Provide an overview of business etiquette pertinent to the organization.	
☐ Explain necessary human resources requirements.	
☐ Explain department roles.	
Create Training Program and Provide Support	
☐ Setup desk, computer, and telephone.	
☐ Provide an explanation of intern duties.	
☐ Ideally, identify intern's mentor. Best practice is for this to be someone other than their supervisor.	
7. EVALUTION AND REFLECTION Evaluation of Intern	
☐ Monitor intern and provide regular feedback, including at the end of the internship.	
☐ Provide an opportunity for interns to share their feedback and/or reflections.	
☐ If internship is for credit, provide appropriate feedback to faculty member.	
Evaluation of Program	
☐ Review program goals set at beginning of the program.	
☐ Assess the outcome of the internship program through	
supervisor, intern, and faculty evaluations and feedback.	