

## Employer Internship Toolkit

### What interns want in an internship:

- Great projects to work on
- Professional network
- To experience work life
- A physical space to work in
- Direction on projects and initiatives
- Feedback, mentoring and coaching
- Advise on career and next steps post internship

### Tasks for the Employer:

- I. Identify potential position in your company for an intern
- II. Write a Job Description for student intern at the appropriate level based upon the level of student being hired
- III. Set the salary based on national and regional standards for students at different levels of education
- IV. Work with local High Schools, Colleges, or Non-Profits to encourage students to apply for your position
- V. Interview student applicants
- VI. Hire student based on fit with your organization
- VII. Provide robust onboarding and orientation for your intern so they understand the organization and where they fit
- VIII. Assign stretch projects and opportunities to grow
- IX. Provide student with robust feedback