SOCHE
Strategic Ohio Council for Higher Education

Tips for hiring a virtual intern

1. Set clear expectations
   i) Build clear goals and outcomes through a robust Job Description from the beginning of the internship

2. Invite frequent communication
   i) Ensure that intern has all of the contact information for all potential communication needs
   ii) Provide regularly scheduled constructive and meaningful feedback

3. Encourage relationship building
   i) Help the team bond through team-building activities
   ii) Ensure regular touchpoints for the supervisor and the intern to provide the resources they need

4. Assign mentors
   i) Work to find the right mentor match for the student that can have regular conversations to help the student grow their knowledge and skills

5. Perfect onboarding
   i) Collect regular feedback on your onboarding process and make changes as needed to improve program
   ii) Ensure intern has the equipment and tools required to work remotely from their first day on the job