

Employer Internship Toolkit

Internships are a powerful strategy to build your future workforce, providing a risk-free way to evaluate potential employees. This toolkit guides employers on SOCHE's three-step hiring process that covers the various aspects of recruiting, hiring, and managing a student intern and creating a long-term work-based learning program for your company.

Features of the toolkit include:

- Collaborating to build a student intern job description
- Determining length of internship and work schedules
- Recommendations for the best internship experience
- Recruiting, placing, and managing your SOCHE intern through our end-to-end recruitment and HR services
- Laws for Employing Young Workers
- Student professional development plans
- Final internship evaluations and full-time placement within your company
- Long-term workforce planning

[**Hire Interns Today**](#)

SOCHEIntern leverages relationships with high schools, colleges, and universities across Ohio and the United States to assist businesses in finding and employing interns in over 200 different majors and at all levels (high school to post-doctoral). Each year, SOCHEIntern receives thousands of applications from highly qualified and motivated students seeking the opportunity to contribute to your business success.

Working with SOCHE is easy! SOCHE works with you to customize an internship or entire program that best fits your needs! SOCHE can take care of your company's recruitment, intern placement, and management details through our end-to-end HR services and can find, hire, and manage the internship process for you. Think of us as the "Easy Button" for your workforce needs!

[**Contact us to start your internship program!**](#)

SOCHE's Three-Step Internship Hiring Process

1. SOCHE creates a job description based on your identified needs, recruits qualified students, collects applications and resumes from promising candidates, and conducts initial screening. In addition, SOCHE will work with your company to identify potential savings through grants for intern salaries!

We will work with you to:

- Understand your mission and the intern's role
- Document job duties, expectations, and goals
- Define the level of skills, education, and experience preferred
- Determine weekly schedule:
 - Full-time or part-time work hours and days of the week
 - Start and end dates

- Determine the length of the internship and potential long-term employment options:
 - Organizations that wish to have a cyclical program to hire interns at regular intervals are advised
 - to begin recruitment three to eight months before the start date. Suggested Recruitment Time-frames:
 - ° Summer Intern (September - March)
 - ° Fall Intern (March - May)
 - ° Spring Intern (June - October)

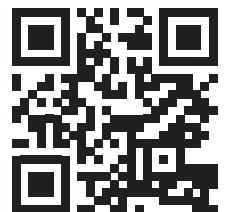
2. SOCHE refers the best matches to your Designated Contact. Your Designated Contact conducts the interviews, selects the candidate that best fits your needs, and informs SOCHE of the decision.

Recommendations for the best internship experience:

- Identify your goals for intern learning and development. Designate time for professional development and training.
- Set clear expectations for student interns regarding their work as well as their development and attendance at meetings.
- Ensure your intern has the tools required to succeed.
- Assign a mentor and/or appropriate supervisor who can develop the student.
- Encourage two-way communication between your mentor and your intern.
- Immerse your intern in company culture and activities, as well as external networking, to help them build relationships both inside and outside the office.
- Allocate time to train your intern and learn from your intern.
- Communicate long-term employment opportunities with your intern.
- Provide a safe work environment according to the Occupational Safety and Health Administration (OSHA) and comply with [Federal](#) and [Ohio Minor Employment Laws](#) if the student is under 18.
- Encourage interns to follow their SOCHE Individual Development Plan and access the online learning platform.
- Measure results and make improvements:
 - Identify metrics to measure the value of youth employment
 - Develop, track, and communicate progress or key performance indicators

3. SOCHE hires the student as a SOCHE employee who works at your company. SOCHE manages the hiring paperwork, payroll duties, timekeeping functions, taxes, workers' compensation, and administrative insurance while you enjoy the benefits of having an intern on staff. *SOCHE can also place a student in your company for a placement fee.*

- SOCHE pays your intern bi-monthly and invoices your business once per month. The monthly cost depends on the number of hours your intern works, plus an administrative fee.
- SOCHE provides professional development opportunities to your intern to sharpen their skills and creates a professional development plan to assist them with transitioning from a student to a full-time professional.
- SOCHE checks in regularly with your Designated Contact and your intern



TO LEARN MORE CONTACT SOCHE TODAY!

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