

APPENDIX

Employer TIPS for Setting Up an Internship Program

Almost all of us can think of at least one friend, relative or acquaintance that left the area. Yet we want to keep our most important resource—our talented young people—here. So what is the solution? How can employers attract the talent that they need to flourish? Well, one proven method of recruiting and retaining young talent is the utilization of an internship or cooperative education program.

Go to www.worknplaynepa.com to gain access to an online Internship and Co-Op Tutorial.

If you're thinking about establishing an internship opportunity within your organization, follow these easy steps.

- Contact the Career Planning and Placement Office and/or the Internship Department to request an Employer Guide. This packet contains an overview of the program philosophy, application process, responsibilities and sample documents used throughout the placement.
- Develop an intern position description, which includes the nature of the work, tasks to be accomplished, qualifications required, timeframe of the position, desired work schedule and salary (if applicable). Forward the position description and materials about your organization to the Career Planning and Placement Office and/or the Internship Department.
- Prepare for the prospective intern by establishing a work area with necessary equipment and supplies. Determine who will act as the intern's site supervisor.
- Review resumes of pre-screened student candidates and conduct interviews at the work site. If a good match is determined, inform the Internship Department of your interview results, extend an offer to the candidate and set a start date.
- Orient the intern to the facility, office equipment, staff, intern position, reporting structure and goals of the organization.
- Guide and assist the intern in establishing challenging learning objectives and the means to accomplish these objectives.
- Provide regular feedback to the intern.
- Complete a mid-term and final assessment outlining the intern's progress.
- Allow time for an occasional phone call or visit from the Career Planning and Placement Office and/or the Internship Department or faculty Advisor.
- Enjoy the many benefits of the successful internship experience!