

Why to consider interns?

Accomplish your goals by freeing time for employees to focus on higher level work

Expand your talent acquisition pipeline
According to NACE:

66%

of interns convert to FTE

Provide professional development for your staff to lead, supervise, and mentor an intern

Bring new ideas and fresh eyes to your day-to-day discussions and decisions

Make a difference in a student's life and career

Start by posting your internships and jobs in  **Handshake**

Register for an Employer Internship Workshop through the Michigan Internship Initiative:

bit.ly/3pMfJVI or scan the QR code



Post positions at: app.joinhandshake.com

Learn more at my.davenport.edu/internships/employers

How employers can plan & execute an internship program:

1. **Engage your Team**
 - Get your entire team on board and aware that an intern may be coming in to ensure an open environment
2. **Design a detailed description**
 - Focus on an academic program of study, and what they will be learning about the industry
 - Include learning that is unique to your organization and work doable in-person and remote scenarios
 - Include project work and plan for hardware and software needs
3. **Identify a Site Supervisor**
 - A person you want to develop as a leader
 - Plan for a backup Supervisor
4. **Explore options for compensation**
 - Paid or unpaid? Look at the Internship Programs Under The FLSA criteria here: <https://bit.ly/3oNJPra>
 - DU recommends (and sees) \$10-\$26/hour, averaging about \$17/hour
 - Budget ahead, share costs across departments, utilize grant funding
 - Offer expense reimbursement for things like parking or gas mileage
 - Consider partial tuition support or scholarship
5. **Recruit interns as you would long-term employees**
 - Post in [Handshake](#), attend [Career Fairs and events](#), post on LinkedIn/social media
 - International students intern under Curricular Practical Training (CPT), with no additional cost or paperwork
6. **Orient your Intern**
 - Do this as you would any other employees, but at a separate time for differentiation and clarity. Also cover ethics, confidentiality and information security where needed
 - Have a previous intern provide start up training for the new student intern
 - Plan for workspace and systems access
 - Consider supplying a company laptop, especially in the case of a remote intern, for data and system security
7. **Create, or have an intern create an Intern Training & Resource Guide**
 - Fill with vital information about the organization, team, scope of work, customer base and work instructions
 - Eases onboarding, promotes resourcefulness and limits interruptions
8. **Plan regular, scheduled check-ins**
 - Make time for interns to meet with their supervisor at least weekly
 - Use a student driven appointment and agenda to shape the conversation; provide insight and feedback
 - Coach the intern to record milestones, questions or barriers, resolutions and results to provide them clarity on accomplishments and you a source for referrals and reference checks later
9. **Add value to their experience**
 - Include intern(s) in relevant trainings, meetings and events; provide public speaking opportunities
10. **Showcase the interns work**
 - Have them create and give a final presentation that summarized their internship to staff and leadership
 - Capture any savings or cost avoidance to calculate ROI and drive the compensation conversation going forward
11. **Schedule an exit interview**
 - Learn from your interns experience by asking: If they would recommend the role to a classmate or friend. What would they change about the role? What did they need to know sooner?
12. **Repeat!**
 - Re-calibrate expectations, resources, role descriptions and recruiting based on how the experience went

Want more Best Practices?

See what NACE has to say about [Building a Premier Internship Program: A Practical Guide for Employers](#):
bit.ly/3FBEQ3t

We thank you for your partnership and support of our student's career goals!

Learn more at my.davenport.edu/internships/employers