• Research your organization’s needs beforehand.
• Set internship goals and create a position description that will ensure all parties involved understand what is expected of the intern.
• Make the internship count for your agency and the intern by assigning the intern meaningful tasks.
• Identify an internship mentor who is willing to train or teach and possesses knowledge of the project and the organization.
  o The intern mentor should be prepared to hold regular meetings with the intern and provide timely, constructive feedback.
• Understand the legalities: Internship programs must meet the requirements of the U.S. Department of Labor – Wages and the Fair Labor Standards Act.
• Do not forget that the search and application process for students should happen the semester before the semester they intend to start their internship. Account for this when recruiting.
  o Begin recruitment early (three to four months before you need the intern) to ensure you receive plenty of qualified applicants.
• Have a fully developed internship program prior to posting the position and commencing the recruitment process to optimize your efforts.
• Carefully select, screen, and interview internship candidates.
• Work with interns to set reasonable, personal goals that reflect the needs of the organization and the intern. Complete a learning agreement with your intern once goals are defined.
• Plan to provide the intern with a thorough orientation to the organization. Inform the intern of organizational policies and procedures, give them a physical or virtual tour of the office, and introduce them to other staff.
• Provide regular and constructive feedback throughout the internship to foster professional growth and development in interns.
• Prepare a formal, end-of-internship evaluation meeting or exit interview to review the goals set at the beginning of the internship.
• Be sure to report to Career and Talent Development the success of your program. We would love to hear how many students you hired for internships and full-time positions.