ToDo Tasks

Thursday, February 22, 2018
2:20 PM

This is my initial To-Do list however much of it changed as the plan developed. The biggest change was that we did all in-person interviews with one exception for a student attending college out of state. This required more effort but it did provide a much better insight into the candidates giving us more perspective on how they would interact with the other interns and our employees.

1. Develop plan
   a. Lots of online sources to borrow from
      i. Internship overview
      ii. Employment agreement
         1. Intern responsibilities
         2. PCS responsibilities
      iii. Organization structure
         1. Coordinator - me for now, maybe change it up from year to year once we have a framework
         2. Intern Supervisor - Opportunity for PCS employee to develop leadership experience
            a. Onboard the intern
               i. Space to work, paperwork, email, introductions, supplies, computer, etc…
            b. Responsible for monthly reviews
            c. Provide any feedback to college that may be required
            d. Perform exit interview
            e. Oversee the interns independent project to develop a 2 week HS STEM Honors program
               i. Review progress regularly as intern develops their plan to keep it on track
               ii. Make sure everything needed for the 2 week program is ready and in place, space is available, materials are available, etc
         3. Mentors - Several people to volunteer to work with intern
            a. Provide guidance on work assignments
            b. Review work if being done for customer
            c. Mentor should be clearly identified for any task assigned to intern
   b. Contact HS to see if we can make this happen
      i. Email Principal to pitch idea and get contact info of person to work with
      ii. Work with counselor (?) to make sure project complies with requirements
      iii. If PCS moves forward with plan, make offer to HS students to apply for unpaid 2 week end of summer program to meet STEM Honor Diploma requirement
         1. Juniors
         2. Honor Student
         3. Plan to go into STEM college degree program
   c. Present to planning group
      i. Incorporate revisions
   d. Present to entire company team

       i.   Probably a Monday meeting thing
      ii.   Seek volunteers
    iii.   Seek ideas for potential work assignments

e. If we have enough team support to move forward
   i. Advertise for intern
   ii. Advertise for HS STEM students, maybe 4 - 6 of them
   iii. Interviews
      1. I think Skype video conferences would be the way to do this since the applicants will still be in school. This also allows those on our team doing the interviews to work from our desk keeping the interruption to a minimum.
      2. Assuming we get a decent bit of interest, we should winnow the list down to 5 or 6 to interview. We are already running short on time so we'll need to get through this process quickly. I think we should keep the interviews to 30 minutes and if we can't decide on one clear choice we can do a second interview for the top 2.