



INTERN AND INTERNSHIPS

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Program Objectives

(1 of 2)



Learn the value of hiring interns for your business or organization.



Understand the necessary differences between paid and unpaid interns, and various modes of compensation.



Learn how to set up your internship opportunity and get the word out for recruitment.

Program Objectives

(2 of 2)



Be able to narrow down internship applicants to the most valuable candidates.



Pick up useful techniques for getting the most out of your interns.



Learn how to conduct evaluations and use those evaluations to streamline your internship program.

47% of employers have
a structured internship
program.

85% say hiring
interns was a
positive experience.

72% of recent
graduates had an
internship during
their college years.

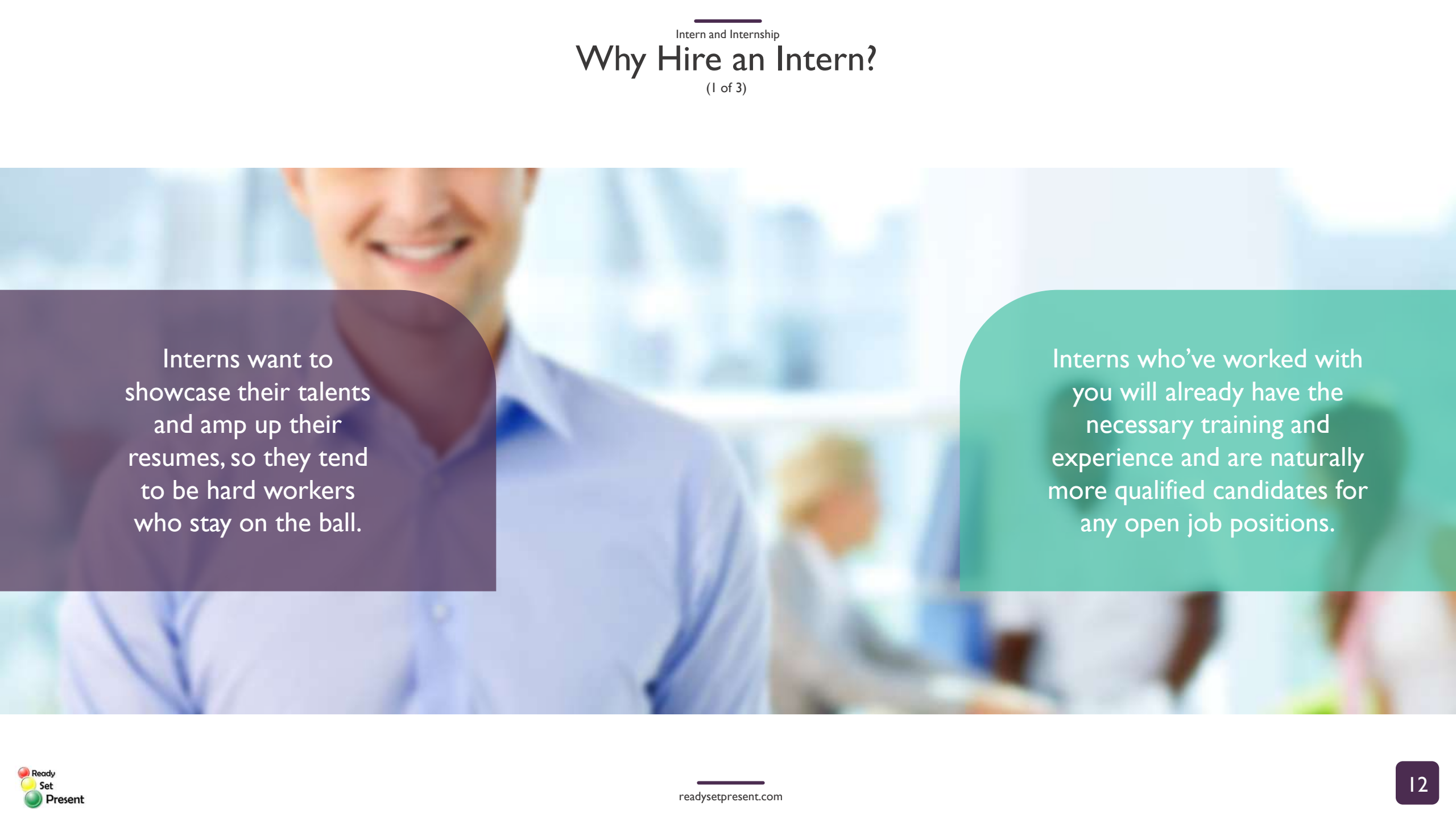
42% said it led to
a job.

86% of students say
their internship was
a positive
experience.

The top 3 things
students liked:
learning new things
real-world experience
working with
colleagues.

A young man with short brown hair, wearing a light blue button-down shirt, is smiling at the camera. He is holding a clipboard and a pen. The background is a bright, modern office with large windows. In the background, three other people are visible but out of focus: a woman with blonde hair, a man with dark skin wearing a white shirt, and a woman with long dark hair wearing a pink top. A semi-transparent dark purple banner is overlaid across the top of the image, containing the text "WHY HIRE AN INTERN?".

WHY HIRE AN INTERN?



Intern and Internship

Why Hire an Intern?

(1 of 3)

Interns want to showcase their talents and amp up their resumes, so they tend to be hard workers who stay on the ball.

Interns who've worked with you will already have the necessary training and experience and are naturally more qualified candidates for any open job positions.

Why Hire an Intern?

Intern and Internship

(2 of 3)

Interns are willing to work for little or no money.

You can work with potential entry-level employees without making a long-term commitment.

Interns are typically available to fill any position for employment after their internship.

Satisfied interns could spread the word about your company and its opportunities.

Intern and Internship

Why Hire an Intern?

(3 of 3)

Primary Purpose for Internship & Co-op Programs	
Identify & develop talent	57%
Supplement staffing for special projects & targeted assignments	23%
Aid profession by developing talent	15%
Fulfill social responsibility	5%
Cover assignments of staff on leave or vacation	1%

Multiple Interns: Why Stop at One?

There are three good reasons to hire multiple interns.




Camaraderie: Interns with others their age will transition more smoothly into the workforce.

Competition: Each intern wants to be the best, and will work hard to reach that goal.

Choice: Having multiple interns gives you multiple choices when selecting a candidate for an open position.

Legal Issues: Unpaid Internships

(1 of 5)

A background image showing a close-up of hands signing a document. The document is titled 'CONTRACT' and is held by a blue folder. A hand is holding a black pen, signing the document. The image is slightly blurred, focusing on the action of signing.

Internships in the “for-profit” private sector are often viewed as employment, unless they meet certain criteria.

Interns in the “for-profit” private sector who qualify as employees must be paid at least the minimum wage and overtime compensation.

Legal Issues: Unpaid Internships

(2 of 5)

The intern must receive training.

2

The internship benefits the intern.

Under the Fair Labor Standards Act, interns who meet the following six criteria are not formal employees and do not fall under the minimum wage and overtime provisions of the law.

Intern and Internship

Compensating Interns

(1 of 8)

Many employers offer paid internships with robust hourly wages, and these internship opportunities attract a very high number of candidates, increasing the odds of finding excellent qualified candidate(s).

Not everyone can afford to pay their interns.

Intern and Internship

Compensating Interns

(2 of 8)

College students are almost always willing to work for free, but that doesn't mean they'll work for nothing.

If you can't pay them wages, consider other ways in which interns can benefit materially from their internships with you.

Compensating Interns

(3 of 8)

Academic Credit

Many colleges and universities will count an internship as a course and grant credit to the participating student.

To many college students, academic credit is as valuable as a paycheck and will bring them one step closer to graduation.

Internship candidates seeking academic credit often have to work a minimum number of hours in order for their schools to approve the credit, so make sure you're able to offer steady hours.

Establishing the Internship Opportunity

(5 of 6)

The Fall and Spring semesters are standard internship periods for students, although many can't juggle their studies with an internship.

For these students, Summer breaks are the preferred internship period.

Are you able to provide internships for the Summer break, or only for the Fall/Spring?

SCREENING AND SELECTING INTERNS



What to Look For in Candidates

(1 of 6)

You've got a stack of applications and a limited number of openings, so it's time to narrow down the search and set aside the strongest candidates for the job(s).

What should you be looking for as you go through all those letters, resumes, and responses?

What to Look For in Candidates

(2 of 6)

Enthusiasm

A perfect resume is useless if the candidate doesn't seem enthusiastic about the job, doesn't follow up, or doesn't express any interest beyond simply getting the job.

The enthusiasm of a hard worker often makes up for a lack of experience.

What to Look For in Candidates

(3 of 6)

Future goals

It's okay if the intern is unsure about his/her future, because that's partially what the internship is there for – helping them figure it out.

If a candidate's future goals don't seem at all relevant to your internship opportunity, then that's something you can follow up on with a phone call or an email – what exactly motivated them to apply for your internship?

What to Look For in Candidates

(4 of 6)

Travel plans

As an employer, interns are potential entry-level job candidates for your company, and their internships train them for that.

Although that doesn't mean they plan on sticking around for a job.

Are they hoping to study abroad?

Are they aiming for a larger company or want to see the world when they graduate as this also may tie in with their future goals.

What to Discuss with New Hires

(5 of 5)

Their Expectations of You

A good internship benefits both the employer and the intern.

Ask them what they want to get out of their internship, things they'd like to experience, things they'd rather not.

Make sure they're exposed to new responsibilities on the job and not constantly in their comfort zone – part of the internship experience involves building one's skillset and learning new things.

SUPERVISION AND EVALUATION



Assign a Supervisor

(2 of 2)

Because an internship is essentially a training program, the supervisor needs to be hands-on and facilitate communication with the interns.

It's good practice for both the interns and the supervisor to log and record any hours worked and activities worked on.

Intern and Internship

Working Styles

(1 of 2)

Everyone has different work habits and different strengths and weaknesses.

Keep track of your interns' needs.

Do they want more or less guidance?



Do they want more or less responsibility?



Do they want more of the same work or a variety?



Working Styles

(2 of 2)

Good things to ask interns:

How do you feel about your work?

Is there anything you feel unsure about?

Are those around you being supportive?

What could we be doing better?

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