

# Tips for a Successful Intern Program

## TOP TIPS

### Identify areas of your business where you could use help

*Do you have a temporary project or recent employee vacancy? Need help meeting a deadline? Are there areas of your business where you are looking to create a permanent, full-time position but want to experiment with a short-term position first?*

### Select an Internship Coordinator for your company

*This is often a professional development opportunity for a rising star in your organization.*

### Create a clearly defined job description

*Everyone works better with direction.*

### Set goals and benchmarks

*Make sure your intern understands the things you want to accomplish as well as the benefits to the intern can expect you to provide, and set up a system for communication and tracking.*

### Keep your intern busy

*Avoid the mistake of not providing enough meaningful work for your intern.*

### Schedule regular reviews or check-ins

*Offer your intern praise on accomplishments, add some constructive criticism to help he or she improve, follow with more praise to let them know they are doing well.*

### Follow all labor laws

*Review the Fair Labors Standards Act to determine how your intern should be classified and paid.*

### Be social

*Offer opportunities for interns to participate in fun activities to help them feel like a valuable part of the team.*

### Show appreciation

*Nothing builds self-esteem better than to feel appreciated for who you are and what you do.*

### Ready to find an intern?

#### UNR INTERNSHIP GUIDE

[WWW.UNR.EDU/CAREER/INTERNSHIPS](http://WWW.UNR.EDU/CAREER/INTERNSHIPS)

#### TMCC INTERNSHIP GUIDE

[WWW.TMCC.EDU/CAREER-CENTER/FOR-EMPLOYERS/EMPLOYERS-INTERNSHIP-GUIDE](http://WWW.TMCC.EDU/CAREER-CENTER/FOR-EMPLOYERS/EMPLOYERS-INTERNSHIP-GUIDE)

#### SNC INTERNSHIP HANDBOOK

[WWW.SIERRANEVADA.EDU/WP-CONTENT/UPLOADS/INTERNSHIP-HANDBOOK-REV-7-2014.PDF](http://WWW.SIERRANEVADA.EDU/WP-CONTENT/UPLOADS/INTERNSHIP-HANDBOOK-REV-7-2014.PDF)

#### WNC INTERNSHIP GUIDE

[WWW.WNC.EDU/CTE/INTERNSHIP](http://WWW.WNC.EDU/CTE/INTERNSHIP)

#### WCSD INTERNSHIP GUIDE

[EKORINEK@WASHOESCHOOLS.NET](mailto:EKORINEK@WASHOESCHOOLS.NET), BETT KORINEK,  
WCSD WORK-BASED LEARNING FACILITATOR