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

TMCC INTERNSHIP GUIDE
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

WNC INTERNSHIP GUIDE
WWW.WNC.EDU/CTE/INTERNSHIP

WCSD INTERNSHIP GUIDE
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