

ENHANCE THEIR DEGREE: DEVELOPING STUDENT WORKFORCE SKILLS THROUGH AN INTERNSHIP EXPERIENCE

TOP 10 TIPS

Tip # 1 Prospecting: Determine the Goals of the Sponsor Company

Why might they be interested in an internship program? Future pipeline of workers...sense of giving back to the community...increase the organization's visibility, brand awareness...need for short-term employees...is the company looking to cultivate stronger relationships more quickly with your institution? The sponsor company's motivation will determine how the program will be developed.

Tip # 2 Design a Value-Added Internship Program

- *One value-add is your clout to recruit students*
- *Offering the soft skill training – effective communication, working in a team environment, business etiquette and business writing*

Tip # 3 Take the Lead – Use a Collaborative/Regional Approach

- *Recruit students from your area – not only from your college or school*
- *Develop partnerships: it's a beneficial way of distributing your outreach campaign and the benefits of the program*

Tip # 4 Hit the Bulls Eye – Develop a Student Recruitment Screening Process

- *Marketing the positions – include opportunity in FREE job postings*
- *Effectively communicate and be specific about the qualifications of the internship*
- *Use of questionnaire to gather information from the candidates*

Tip # 5 Partner with an Appropriate Management Company

- *The management company will assist with recruitment, payroll and employment issues.*

Tip # 6 Develop a Pay Rate Scale for the Interns Based on a Job Description

- *Student pay rates are determined by job description and by the DOL Wage Determination Scale.*

Tip # 7 Plan to Hold a Job Orientation Session

- *Have representation from all three entities in the partnership.*
- *Expect interns to adhere to the policies of the sponsor company.*
- *Discuss issues such as training, timesheets, payroll, dress code, parking, security, etc.*

Tip # 8 Every Sponsor Company is Unique – One Size Does Not Fit All

- *Determine what is negotiable about your internship program and what is not*

Tip # 9 Don't Base Your Program's Success on Luck

- *Create a process to get feedback from the sponsor company, interns and the management company.*

Tip # 10 Run a Pilot Program

- *Start your program conservatively. Be willing to adjust and redesign your program if necessary.*