



## *Suggestions for Improving Internship Programs*

1. Introduce the intern on the first day to other employees. Encourage the intern to have individual meetings with colleagues they will frequently interact with. This will help the intern feel welcome and to become comfortable.
2. Treat the intern like a real member of the team and not just a temporary employee.
3. Provide meaningful work opportunities.
4. Create an internship binder that provides information on where to find resources important to the intern's job, including work phone numbers and emails of colleagues.
5. Provide interns with job descriptions and base performance on how well they complete what's in the description.
6. Give feedback in a timely and respectful manner, realizing that this may be the intern's first experience in a professional job setting.
7. Rotate the intern through various parts of the department or provide opportunities to work with various people by rotating supervisors.
8. Invite interns to attend staff meetings and professional networking events with you.
9. The internship supervisor should uphold their responsibility of supervising the intern as an important piece of their job. Be sure the assigned internship supervisor has adequate time to spend with the intern.
10. Provide mentoring to the intern, not just supervision.
11. Have patience. The intern needs to learn the company very fast as they are only there for a short period of time.
12. Offer assistance in finding a position if you cannot hire the intern. Pass along contacts that the intern can network with, both inside and outside of the organization, encouraging the intern to conduct informational interviews.

Source: MonsterTRAK.com