9 INTERNSHIP TIPS FOR EMPLOYERS

Companies of all sizes can benefit from hiring interns. The following tips, from the NC State Poole College of Management’s Career Development team, can help employers create internship opportunities that are meaningful for both the student and the company.

1. Determine if you really want or need to hire an intern. Interns should be doing meaningful project work that has been ‘put on the back burner’ due to lack of time among your existing employees. If you have such projects, then an intern would be a good addition to your team.

2. Do you have someone on your team that can dedicate the time needed to effectively supervise the intern? This requires time to explain the project, to check in once a week to see how it’s going, and to be accessible to answer questions as they arise.

3. Interns need to be compensated for their work; it’s the law for those in the “for profit” sector, except for those who qualify for exemption from the U.S. Fair Labor Standards Act. Offer a competitive salary.

4. Treat your interns as a member of your staff. Immerse them as much as possible into the daily and weekly operations of your organization. Invite them to meetings and presentations, as appropriate.

5. Set measurable objectives. This will help assure the internship is beneficial to both the student and the employer. Include a list of deliverables and timelines. This leads to a better learning experience for the students and provides better results for the employer.

6. If the internship requires relocation, it is helpful to provide assistance, such as pre-screening housing options [including dormitories in local colleges or universities]. Include this resource in the internship description, if it is being offered.

7. Reinforce professional development through social activities with other interns or employees of the company.

8. Allow the intern to present the results of his or her work to project leaders or other members of management team. This allows the student to hone presentation skills and is a nice way to conclude the experience.

9. Conduct an exit interview with the intern. Provide feedback to the intern on how he or she did, and ask the intern to provide feedback from his or her perspective. This will enable both the intern and the company to identify areas for improvement.