NOCHE Best Internship Checklist

Build organizational support
- Gain support from organization leaders and from front-line managers
  - Reduced cost-per-hire
  - Increased productivity
  - Fresh perspectives
  - Increased employee retention rates (of interns converted to FTE)
  - Long-term diversity recruitment strategy

Clearly Define Goals
- Develop clear measurements of success
- Define student goals (learning objectives) and employer goals

Have Enough Work for Interns
- Provide meaningful assignments, tasks and projects
- Offer projects an intern can “own”
- Assign backup tasks - things that add value but aren’t “mission critical”
- Require interns to keep a journal

Pay Interns
- Pay interns through your payroll system
- Work with college for credit if desired; consider scholarships, housing, benefits and other ways to compensate
- Be familiar with Department of Labor’s Fact Sheet Number 71

Work with Interns
- Assign one single supervisor who meets frequently with intern
- Provide interns with an orientation, including a written list of expectations and a handbook
- Define a workspace, equipment, and policies around personal technology use
- Ensure every project has:
  - A due date and expectation of how long to complete
  - How interns should get help on project if needed
  - Expected format
  - Ongoing feedback
- Be inclusive of interns – meetings, client visits, special events, social activities
- Train throughout the experience
- Showcase successes (provide interns a presentation opportunity)

End the Internship Well
- Evaluate interns formally and informally
  - Interns want frequent feedback throughout the internship
  - Conduct at least two formal evaluations (midway and end), plus a formal exit interview

Stay Connected After the Internship
- Connect via LinkedIn
- Send interns notes or company swag throughout year to be top of mind