



Employer Tip Sheet Internships: Success Factors

A tip sheet for Earn & Learn employer partners

When hosting an intern or launching an Internship program at your company, keep the following success factors in mind.

Before the Internship

- Contact the coordinator or case manager to indicate your company's interest in having an intern.
- Interview and select or hire intern.
- Address logistics.
 - ✓ Work with the coordinator or case manager to develop and define the Internship.
 - ✓ Determine who supervises and guides the intern.
 - ✓ Inform other staff than an intern will be at the workplace.

During the Internship

- Lay the groundwork.
 - ✓ Provide a workplace orientation for the intern. Review the informational packet provided to you by the coordinator/case manager.
 - ✓ Consider opportunities for the intern to develop work-readiness professional skills and be exposed to a range of career opportunities in your industry. (Contact your coordinator or case manager to receive a list of work-readiness professional skills.)
- Facilitate learning.
 - ✓ Work with the intern to create skill-development outcomes that are specific to the Internship.
 - ✓ Identify opportunities that will support the intern's academic and workplace skill development, as well as an awareness of potential future careers.
 - ✓ Assist the intern in working toward learning objectives. When the student or young adult masters or completes an objective, help them to craft another.
- Open avenues of communication.
 - ✓ Meet with the coordinator/case manager and intern to finalize learning plans and agree on an ongoing communication strategy.
 - ✓ Communicate successes and opportunities to the coordinator/case manager that can be used to enhance the value of classroom connections.
- Complete an interim evaluation.
 - ✓ Evaluate the intern's performance.
 - ✓ Discuss performance with the intern and the coordinator/case manager.

After the Internship

- Document the Internship.
 - ✓ Complete a final assessment of the intern.
 - ✓ Discuss the assessment with the intern and the coordinator/case manager.
- Assess impact and debrief the Internship.
 - ✓ Hold a debriefing session internally at the company, review the effectiveness of the Internship program and make suggestions for improvement.
 - ✓ Share suggestions with the coordinator or case manager and complete the program evaluation.
 - ✓ Discuss with the coordinator or case manager to support continuous improvement efforts.