|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor Of INTERN: | | Intern: | |
|  | Determine need for intern |  | Work with college/university on credits |
|  | Consult with human resource/ internship POC |  | Follow all work expectations/agency policies |
|  | Prepare position description - document responsibilities and required skills needed & develop expectations |  | Keep in touch with college/ university (as appropriate) |
|  |  |  | Complete all time sheets etc. (as appropriate) |
|  | Determine length of internship and possible hours |  | Evaluation of work experience at end of internship |
|  | Consult with payroll regarding compensation and time sheets |  |  |
|  | Determine if compensation will be available/appropriate (coordinate with budget) | SUPERVISOR DURING INTERnSHIP: | |
|  | Work with HR/POC to draft recruitment announcement |  | Periodic reviews  Provide developmental opportunities as appropriate |
|  | Work with HR/POC to screen applicants |  | Final evaluations |
|  | Work with HR/POC to schedule interviews |  |  |
|  | Coordinate office space, supplies, computer (if needed) & phone | **INTERNSHIP POINT OF CONTACT:** | |
|  | Coordinate other on-boarding activities |  | Train supervisor |
|  | Make offer to intern |  | Coordinate/schedule a New Intern Orientation (NIO) |
|  | Prepare Personnel Action Request form (PAR) |  | Work with HR/Supervisor throughout process |
|  |  |  | Coordinate regular meetings with all interns |
| **HUMAN RESOURCES:** | |  | Continuous relationship building with universities/colleges |
|  | Consult with hiring supervisor on internship need and specific position requirements |  | Final exit interview with intern |
|  | Draft recruitment announcement |  |  |
|  | Communicate with and inform universities/colleges of need |
|  | Inform union-provide 21 day notice |
|  | Work with POC to post announcement to all universities/colleges |
|  | Initial screening of applications |
|  | Provide hiring supervisor with certification of names |
|  | Perform background checks on final candidates |
|  | Prepare offer letter |
|  | Coordinate with POC/supervisor to prepare and send no thank you letters |

# Checklist for Internships