**Step 1: Set Goals and Define Needs**

Think about your business’s needs and build your goals for an intern from there. After assessing your needs, write the position description.

- Do you need an intern for ongoing assistance or special projects?
- How can you ease the workload of a department or organization?
- How many interns can you support, and in which positions?

**Write an Internship Position Description** which includes the following information.

- Title of Position
- Hours per week, if known
- Full or part-time
- Schedule
- Academic background and skills needed
- Assigned work (be as specific as possible with description of responsibilities)
- Paid or unpaid. If paid, how much
- Application process

**Step 2: Preparation for Your Intern**

Preparing for an intern lays the groundwork and structure for a successful internship experience. Address the following points before your intern arrives:

- How can you provide a meaningful learning experience for the intern?
- Identify training opportunities
- Can I compensate the intern in other ways beside a wage? i.e., stipend, lunches, training, parking, etc.
- Assign a supervisor/mentor who likes to train and has the resources to do an effective job.
- Identify a workplace for your intern and supply needed equipment, computer, phone, etc.
- Identify training materials and put together a package for the intern’s arrival.
- Learn the legal implications of hiring interns. Just like other workers, they are subject to legal protections and regulations. Protect yourself and your intern by knowing the laws.
- Think of safety issues that may affect the intern. Create a safe environment for the intern.

**Step 3: Recruit an Intern**

Finding an intern is similar to finding an employee. However, since interns are students, a good place to start is with the local colleges and universities. The following process is used to recruit interns at LHU. (continued next column)

- Contact Career Services to advertise your internship ([careerservices@lhup.edu](mailto:careerservices@lhup.edu); 570-484-2181). It will be posted and forwarded to appropriate department(s).
- Students will apply directly to you. In some cases, the faculty will contact you to place the intern.
- Screen and interview applicants.
- Select the intern.
- Set learning goals with the student and the faculty supervisor.

**Step 4 – Orientation**

Consider developing an orientation folder that includes particular protocols and policies of the organization. Cover the following in orientation:

- Introduction to staff
- Typical working hours
- When to take lunch break and where
- Where to park
- Where area restrooms
- Office equipment to be used and how to use the equipment
- What is appropriate attire
- Where are staff meetings held (if appropriate)
- Answering the office telephone and how to take messages
- Appropriate level of personal telephone calls or internet use
- How to carry out particular research, if applicable
- Etiquette at business meetings

**Step 4: Manage and Evaluate the Intern**

Treat them like an employee, but provide more guidance and feedback. Keep in mind this may be the interns first professional experience.

- Assign day-to-day tasks, monitor and provide feedback
- Allow intern to develop teamwork and communication skills.
- Create goals with deadlines. Guide intern in breaking down tasks and setting milestones.
- Clearly define roles of mentor and/or supervisor. Provide good support.
- Evaluate your intern mid-way through the program and at the end. Be sure to contact the faculty supervisor if issues arise.

**Step 6 – Evaluate your Program**

At the end of the internship, take a step back and ask a few questions about the value of the program to your organization.

- How well did the internship meet your program’s needs?
- How well did the internship meet the needs of your intern(s)
- Are there other projects or departments where an intern could add value?