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# **Internship Program Checklist**

**Intern Supervisor/Mentor**

[ ]  Identify meaningful project and body of work

[ ]  Create a job description

[ ]  Determine the type of internship (paid vs. unpaid)

[ ]  Identify intern supervisor and mentor

[ ]  Order supplies and determine the location of intern’s workspace

[ ]  Advertise internship opportunity and do outreach

[ ]  Review applications, schedule interviews, identify applicants to interview

[ ]  Conduct interviews

[ ]  Make offer to successful candidate(s)

[ ]  Inform unsuccessful candidates

[ ]  Receive acceptances

[ ]  Conduct criminal background check

[ ]  Start hiring paper work

[ ]  Complete supervisor and mentor orientation

[ ]  Prepare and schedule intern orientation

[ ]  Disseminate Intern Orientation Survey after orientation

[ ]  Schedule regular check-in with intern(s) to monitor goal progress and provide feedback

[ ]  Identify training and development opportunities for intern and scheduled appropriate training

[ ]  Facilitate other professional and network development opportunities for intern (job shadow, informational interviews, Governor’s Office Lunch and Learns, meetings, etc.)

[ ]  Complete performance evaluation at the end of the internship

[ ]  Schedule and conduct exit interview

[ ]  Disseminate and collect results from Exit survey

**Agency HR Department**

[ ]  Assist in identifying intern supervisor and mentor

[ ]  Help advertise internship opportunity and do outreach

[ ]  Contact schools

[ ]  Review applications, schedule interviews, identify applicants to interview

[ ]  Check-in with supervisors/mentors regularly

[ ]  Conduct criminal background check, if required

[ ]  Start hiring paper work

[ ]  Assist Supervisor and Mentor to prepare and schedule intern orientation

[ ]  Process information from exit survey and interview

[ ]  Debrief with intern supervisor/mentor on what can be done to improve the program