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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