|  |  |
| --- | --- |
| 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