

INTERNSHIP TOOLKIT: PART 2

"RETAINING YOUR TALENT"

JOIN US TUESDAY, NOV. 1ST AT 12 PM CST



CAREER SERVICES

INTERNSHIP TOOLKIT: PART 2

RETAINING YOUR TALENT



CAREER SERVICES

MEET THE TEAM:



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Director



Courtney Strayer
**Employer and Campus
Relations Coordinator**

YOU'VE HIRED AN INTERN - WHAT'S NEXT?

- **You've developed the plan, now act on it!**
 - **Provide guidance and feedback**
 - **Coach and mentor your intern**
 - **Encourage your intern**



PROVIDE GUIDANCE AND FEEDBACK

- **Work with the intern to create goals and objectives for their work to easily set expectations and give them something to work towards.**
 - **Review the internship position description and ensure goals are being met**
 - **Ask the intern for feedback on their experience thus far and make necessary adjustments regarding concerns**
- **Schedule 1:1's or regular check-ins to give and/or receive feedback.**
- **Let them know when they're doing well just as often as when they might need improvement**
- **Determine if additional assistance or training is needed to help the intern be successful**

COACH AND MENTOR YOUR INTERN

- **Interns desire a mentor who will help guide and encourage their support from the classroom to the work environment**
 - **Remember, an internship is an extension of the learning process so having someone ask questions about future goals and help connect them to opportunities and/or people who align with them**
- **Don't be afraid to allow them to sit in on meetings and help with other projects if their skill level is up to it. Keep pushing them forward!**

ENCOURAGE YOUR INTERN

- Make the intern feel like they're a part of the company!
 - Take interns on a tour of your facilities and introduce them to other employees or partners early in the experience.
 - Encourage interns to spend breaks or lunches in places where employees gather
 - Give interns the opportunity to attend and observe in professional meetings
 - Pair them up with other professionals who can share more about what they do and how it contributes to the organization
- Help them with their resume and other professional development needs related to your industry. (I.e. portfolios, exams, etc.)

9 THINGS STUDENTS WANT:

Give us real work

**Do what you say &
say what you do**

We like feedback

**We want to be
included**

**Take time to
explain**

I want a mentor

**Be intentional and
prepared**

**Make space for me
(Literally)**

**Show me the
money (As best
you can)**