

# 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:



**Tracy Lungrin**  
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)**