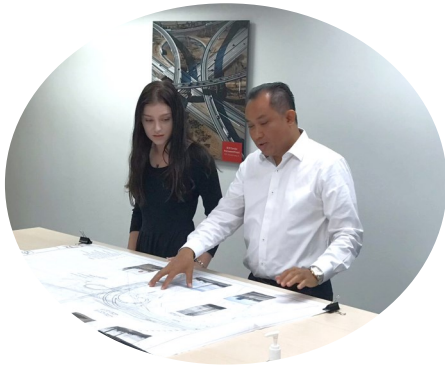


Build your future workforce & support aspiring leaders

# HOST A SUMMER INTERN!

## HIGH SCHOOL INTERNS BRING...

- ♦ A unique set of skills and talent, especially valuable in the rapidly evolving world of social media and technology
- ♦ Energy, new ideas, innovation, & diversity to your workplace
- ♦ A pipeline of talent and leadership for your future workforce



## FIRST STEP...

**COMPLETE CALL'S SHORT FORM TO REQUEST AN INTERN CLICKING THE ICON BELOW OR VISITING OUR WEBSITE**

**I'm In! Sign Me Up!**

[www.lbschools.net/call](http://www.lbschools.net/call)

(Request an Intern tab on the left)

Internships are approximately 6-8 weeks long, running mid-June through end-August

## QUESTIONS?

Contact Michelle Thomassian,  
Administrator for Long Beach CaLL  
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Email: [mthomassian@lbschools.net](mailto:mthomassian@lbschools.net)



**LONG BEACH CaLL**  
Long Beach Career-Linked Learning

Long Beach CaLL connects students to business partners through inspiring work-based learning opportunities so they gain the skills and knowledge needed to be successful members of our local economy.



### ***Steps for Hosting Student Interns***

1. **Request an intern(s)** and complete a short Internship Description Form on our website ([www.lbschools.net/call](http://www.lbschools.net/call)). Click on the "Request an Intern" tab to get started. **(January-April)**  
*\*Please note: submitting these forms does not guarantee an intern.*
2. **Complete and sign any applicable forms. (April-June)**
3. **Conduct interviews** (or CaLL will on your behalf). **(May-June)**  
*\*CaLL will reach out to employers who wish to conduct their own interviews to discuss next steps.*
4. **Select an intern(s)** and determine start date, work schedule and any other details. **(May-June)**  
*\*The ultimate hiring decision rests with the employer if the employer chooses to select its intern(s). CaLL will select intern(s) per the request of the employer. \*Internships typically run for 6-8 weeks, mid-June through end-August.*

### ***Frequently Asked Questions***

1. **What would I do with an intern? Are they capable of doing real work?**  
Many businesses initially have this concern but are impressed with interns' skill-levels once they start, especially when it comes to technology. We will prepare students based on your Internship Description Form, what you expect them to accomplish, and skills required.
2. **How can I hire interns if I don't have time to screen and train them?**  
We review all candidates' resumes and recommendation letters as well as interview them prior to their appointments. In addition, all interns attend a mandatory orientation before they are placed, which teaches them important workplace skills such as punctuality, dressing for success, teamwork, written and verbal communication, and adaptability. Also, many interns will have classroom learning that pertains to your industry.
3. **Will I be able to interview students?**  
Yes, if you prefer. You can select intern(s) from a pool of qualified candidates. If you prefer **not to interview**, CaLL can do this for you, selecting an intern based on your personalized job description and hiring criteria.
4. **Are internships paid or unpaid and how does that impact payroll and liability issues?**  
We have options to support all of our business partners:
  - Paid Internships: You can utilize a direct hire model and pay your intern directly.
  - Internship Stipends: CaLL can support you with processing the stipend.
  - Unpaid internships: Paid positions and stipends draw more candidates as many students must accept a job over an internship out of necessity. That said, unpaid positions can still be an option for some students.*For stipends or unpaid internships, CaLL will work with you to facilitate workers' compensation coverage.*
5. **What about supervision while on the job? I don't have staffing to support this.**  
We've found that internships work best in organizations where there is a champion of the program. CaLL will provide training for whomever will supervise your intern(s), as well as written resources that address many questions and best practices. CaLL will be available throughout the summer to support you, your staff, and the student intern.