

HOSTING KEENE STATE COLLEGE INTERNS

Keene
STATE COLLEGE



EMPLOYER
GUIDE



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Internships at KSC

An internship is a supervised work experience that includes an intentional learning plan for the student. Most internships focus on experiential learning through career development and are typically semester long.

Employers may use internships as a long term employee recruitment strategy.

Interns bring fresh ideas and can assist organizations with projects, freeing professional staff to pursue creative or more advanced work.

Intern partnerships maintain connections between the college and the community, and help students develop professional skill to become future leaders.

We hope the following guide will help you to provide a meaningful and productive internship experience for both your organization and your student intern.

200+

KSC students participated in an internship experience in 2018-2019



Recruiting KSC Interns



ONLINE JOB & INTERNSHIP PORTAL - JOBSITE

An extensive listing of full-time/part-time jobs and internship opportunities. Employers can post active positions for all KSC students to view and apply.



CAREER AND INTERNSHIP FAIR

Representatives from non-profit organizations and for-profit companies attend the bi-annual career fair to promote a variety of opportunities.



ON CAMPUS RECRUITING

Employers can reserve an on-campus space for tabling to promote opportunities and conduct interviews.



Planning & Preparing for an Intern

What are your organizational needs? What do you hope to achieve by hiring an intern?

- Define the opportunity: who, what, where, when, and why?
- Identify specific responsibilities and projects.
- Determine the skills and skill level that you need?

Consider your capacity to supervise/oversee an intern.

- Identify a contact person and supervisor for the intern. Consider this person's ability to mentor a student.
- Initial orientation will take some time and attention.
- How will the student's work be evaluated?
- Determine how you would like students to apply for the position.

Determine how the interns will be compensated.

- Financially – We encourage paid internships whenever possible and have seen students are often more committed when paid.



Welcoming & Managing Your Intern

General Intern Onboarding

- Orient student to your site and organization.
- Site tour and introductions.
- Relevant policies and organizational culture.
- Safety procedures and emergency contact.
- Treat your intern like a new employee.
- The process should include going over the work plan, project goals and success measures.

Setting Goals and Expectations with Intern

- Identify a contact person and supervisor for the intern. Consider this person's ability to mentor a student.

Schedule a Weekly Check-in Meeting with your Intern

- This is an opportunity to check-in with your intern on weekly tasks and projects.

Assign specific projects / tasks / deliverables

- Provide students with focused, challenging and purposeful roles to keep them motivated.
- Establish clear expectations, guidelines and timeline for work.



Helpful Tips for Hosting an Intern

Provide clear and direct feedback to student.

- Set up a regular communication and check-in plan.
- Ensure the intern is making progress and accomplishing goals.
- Communicate performance successes and engage with the sponsoring faculty member in strategizing to address any challenges that arise.

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Students may need time to observe before working independently.