



Tips for Working with Interns

1. Make the intern's experience as close as possible to your regular hiring process and orientation.
2. Plan ahead for the intern's work and projects.
3. Provide a job description to outline what is expected.
4. Have someone in the company mentor the intern.
5. Include the intern in all aspects of your business. This is a learning experience, and your company may have needs and opportunities that the intern never imagined.
6. Offer compensation if you are able and/or legally obligated to do so. The right intern brings value to your company, and paying them reinforces their value.
7. Provide on-going feedback...both good and constructive. Set clear expectations and hold the intern accountable.

For more information, visit thetalentlink.org.