



Tips for Externships

1. Determine in advance what your goal for the externship will be
 - a. Completing a designated project
 - b. Connecting with a local educator/students
 - c. Working to develop a project-based lesson to help educate students about your industry, and connect classroom learning with the workplace
 - d. Providing professional development for an educator in order to impact learning in the classroom
 - e. Enlisting the help of an educator to develop training plans, training, lesson plans, etc.
2. Determine the length of the externship (number of days, and hours per day).
3. Determine whether or not your company can provide pay/stipend for the externship, and if so, how much it will be.
4. Develop a plan for the externship. What will the company provide in terms of training, information, and support? What are the expectations for the extern? What are the goals for the externship? Ideally, this should be done in partnership with the educator, and support from Talent Link staff.
5. Think about the message(s) you want to convey to students through your extern. What is your company about? What are your hiring needs now and in the future? What skills do you look for in applicants? What behaviors are acceptable in the workplace?

For more information, visit thetalentlink.org.