



## Internship Guidelines

(Revised 7/14/15)

Hiring interns for your small business can help you increase your productivity, take advantage of fresh new ideas, provide you with an opportunity to mentor and position your business for growth. This will also help bring people into the fastener industry. Small business owners hire interns to handle a myriad of tasks, including administrative and creative duties. High school students, college students and recent graduates seek internships to gain experience and knowledge about the industries they are interested in entering. Landing a talented intern for your company involves knowing how and where to advertise your internship positions.

### Step 1

Make a list of tasks and duties you plan to have your intern handle, so you can create a profile of your ideal intern and get a better idea of how you might advertise to him or her. For example, you may primarily need assistance designing a logo, website and marketing collateral for your business, so you could focus advertising your internship position through schools with celebrated graphic design programs.

### Step 2

Develop a job posting that gives an overview of your company and internship program. It should include whether students can receive college credit, if the internship is paid or unpaid\* and provide specific examples of a typical day in the office or tasks interns can expect to perform. If your company offers perks, such as flexible work schedules, telecommuting opportunities, an eco-friendly environment, on-site arcade, a wellness program or a fully-stocked kitchen, mention these appealing details in your job posting.

*\*Be sure to comply with your state's laws regarding internship compensation. See Step 8.*

### Step 3

Compose an email announcing you are looking for an intern, and send it, along with the job description, to your business colleagues and employees. People in your network can help spread the word, which reduces the amount of money you have to spend on paid advertising.

### Step 4

Advertise your internship program on websites such as InternMatch, Internships, YouTern, Enternships and Urban Internships. Internship users, from various states and countries, use these sites to search

through various postings to see which internships fit their skills and meet their interests. Fees often apply for placing advertisements on these sites.

## **Step 5**

Contact local colleges, universities and youth programs to find out if they are looking for companies to participate in their co-op, internship or work-study programs. You can provide the career centers or internship coordinators with your internship program listing, or they may provide you with instructions on how you can add your posting to their databases. You can also sign up to attend on-campus and community job fairs; many students attend them to gather information for both entry-level jobs and internships.

## **Step 6**

Advertise your internships position in local print and online. You can also post internship positions on local sites, such as Craigslist or Backpage, for free. Because print advertisements have limited space, highlight the major benefits of participating in an internship program with your company, then direct interested students to contact you or visit your company website for more information.

## **Step 7**

Use social media to spread the word about your internship program. You can post a status update on sites such as Twitter, Facebook and LinkedIn, with a link to your job posting. You can also pay for an advertisement on Facebook, which you can target to college students, based on their interests and geographic locations.

## **Step 8**

Please check your local state law as they differ from state to state.

For example: In California, an employer is required by law to carry Worker's Compensation Insurance for employees in the event that they are injured during the course of their employment. Worker's Compensation Insurance covers the employer's full liability to employees for medical and hospital expenses and the liability for the employee's loss of income. (LC § 3351 & 3351.5)

## **Comments**

Treat your intern as an employee. Your intern must be supervised at all times and the program must be structured as classroom curriculum. Educators will stop by to review the progress and review the skills they have learned. At the end of the semester you will need to conduct an intern review and submit it to the school along with a time card of hours worked and skills learned on the job.

Students enrolled in a general or Career Technical Educational Experience Program must be covered by their employer's Worker's Compensation Insurance. The employer is asked to give the name of the carrier on the student's training agreement. Allowing a student to be enrolled in the program without the employer stating the business has Worker's Compensation on their employees, is exposing the school district to a possible lawsuit if the student is injured while enrolled in the program

**Here is a template of an internship posting:**



Company Address

Website

**Internship Position**

**COMPANY DESCRIPTION:**

**QUALIFICATIONS:**

**INTERNSHIP DESCRIPTION/DUTIES:**

**ADDITIONAL INFORMATION:**

(Hours, Hours per week, Duration of internship, Paid/Unpaid Internship)

**Please submit your resume and cover letter to:**