

7 Must Have Elements for All Internship Programs:
**Best Practices That Will Have Your Interns Telling Friends about
Your Company**

BUILD, BALANCE, BRAND = 3 Bee's

- *Build* your Pipeline for Full Time Hires
- *Balance* Real Work and Developmental Opportunities
- *Brand* your Organization

The 7 Elements

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| 1) Performance Feedback: | Minimum of 3 |
| 2) Case Study Competition: | Work Plan, Meeting Minutes,
Final Report, Presentation |
| 3) Information Interviews: | Summary of conversations and
ranking of departments for full
time positions |
| 4) Organization Specific Project: | Requested output for company
benefit |
| 5) Community Service: | Giving back to the community |
| 6) Intern Forums & Lunch 'n Learns: | Knowledge is power |
| 7) Intern Newsletters: | Weekly newsletters
highlighting Intern experience |

Making Your Program A Reality

Structure

Monday – Thursday

-Client Work, Meetings, Travel, Shadowing / Billable Projects = “Real Work”

Friday

-Intern Projects, Team Meetings, Community Service, Social Events



Implement - Orientation

- Social Event - Night Before 1st Day
- Overview of Organization
- Technology Overview
- Travel, Time & Expense
- Internship Program Requirements/Handbook
- Excel Training
- Ethics, Compliance & Professionalism
- Presentation Skills
- Coach/Peer Mentor Breakfast

Manage

- Partner with other departments...HR, Training, Operations
- Assign Coaches & Peer Mentors (Provide Guidance!)
- Distribute first week checklists
- Create project and deliverable checklists
- Establish frequent touch points with interns
- Stay on top of Performance Feedback
- Schedule exit interview discussion with each intern
- Offer discussions and expectations / timing

Summary

- Create a business plan to extend offers and **BUILD** your hiring pipeline
- Provide interns a **BALANCED** experience and keep them challenged
- Educate interns about your organization and they will expand your **BRAND**

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