

Creating and Executing a Successful Internship Program

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- Do your homework, gather benchmarking and best practice info to jump start an intern program at your organization.
- Seek out your allies within the company, those who will help you champion your internship program efforts.
- Ensure a balance of who is driving your internship programs: Is your business driving the program entirely or are you a consultant in the process?
- Offer a substantive work experience to your interns.
- Ensure you put the proper amount of preparation time around your internship program.
- Build your programs around the right people: Key leaders, advocates in HR and strong supervisors and mentors.
- Create an attractive program by offering things like robust orientations, trainings, networking and the potential for full-time employment afterwards (pending performance).
- Ensure you are competitive with the current market: Understand this through benchmarking and resources (like MWACE).
- Maintain good metrics and measures and use them to justify your programs.
- Continually evaluate and measure your program and ensure feedback is incorporated into your preparation and planning process. Your internship program is living and breathing!
- Train and prepare all supervisors and mentors.
- Take time up-front to set expectations for interns: Your expectations of them, and what they can hold you accountable for.