

Host Guidelines

Your responsibilities as an intern host will vary depending on the nature of the internship, but generally, guidelines for hosting an intern are:

Intern Selection

Ensuring you hire the right intern for your organisation will help you to avoid potential problems during the internship. Many students will simply want 'an internship', whereas others will want an internship specifically with your organisation. As with any other new hire, conducting a formal interview will allow you to assess the candidate's motivation and suitability, as well as allowing you to present your organisation to the intern.

Getting Started

During the intern's first few days with you, it is a good idea to sit down with them to plan out their time at your organisation and discuss the goals you both have for the internship. It would be worthwhile to write down a plan for the internship, including a number of objectives or goals that you expect the intern to meet during the internship. As with any employee, if there are any issues of confidentiality, request your intern signs a confidentiality agreement, ensuring you explain the procedure to them.

Internship Responsibilities

To take full advantage of your intern's skills and abilities, the most productive internship arrangement is to give your intern responsibility for a specific project, as opposed to hiring them as an office junior. Ideally, an intern supervisor or mentor will also be appointed so that the intern knows who to direct any queries to. This is important, as interns generally have little working experience and may need some assistance settling into a new workplace.

Involve Your Intern

Remember that much of the learning an intern will receive during their internship will be simply through experiencing life in your workplace, listening to the way people interact, watching how people act in a professional and social capacity and so on. For this reason, any opportunity you can give your intern to attend a meeting or event, come to work drinks, or speak to people in different departments will enhance their learning experience. This will help the intern feel part of the team and they may also be able to offer a fresh perspective during these interactions.

Progress Review

Ensure you allow time to catch up with your intern on a regular basis to check on their progress with their project, their thoughts on the experience and any problems that may have arisen. This is also an excellent time to get your intern's perspective on your organisation and how it is run. You may even find some opportunities for improvement in their feedback.

Internship Completion

On completion of the student's internship, a debrief meeting is a helpful way to wrap up the internship, to gather any final thoughts and to offer your intern advice for their future. If you were impressed with the intern's performance, you may wish to provide them with a written reference or offer to act as a referee in the future.

University Requirements

If your student has come to you through PACE or another academic program, your responsibilities may include signing an agreement, writing a project form outlining internship tasks, completing an evaluation or writing a reference letter.

Check your privacy settings

If you do not want people outside of your friends and contacts, change your privacy settings so that others cannot access your profiles.

Consider having separate profiles

For example, Facebook is best for your personal network and LinkedIn is best for your professional network.