

WANT THE BEST & BRIGHTEST STUDENT INTERNS?



InternshipWisconsin.com

Follow These Tips!

Start Your Search Early!!

- ▶ Companies that participated in the 2017 National Association of Colleges and Employers (NACE) Survey said they begin searching for an intern about eight months before they need the student to begin.
- ▶ Wisconsin Companies that want an intern to start after the holiday season launch their search in October or earlier.
- ▶ Wisconsin Companies that are looking to hire a summer intern begin searching no later than February or early March.

Create an Orientation!!

- ▶ Conduct a formal orientation session for your intern(s), or if you are a smaller company, simply provide the intern(s) a tour of your facility.
- ▶ Provide interns with an overview of your organization: Discuss your company's history and vision as well as the products and services you provide.
- ▶ Explain what each business area function is and clearly define the intern's role inside your company.

Have a Plan for Success!!

- ▶ The first few days of a student's internship often define the role the intern will play inside your company. Provide your intern with goals for the work experience.
- ▶ Give your intern the resources they need to succeed: Provide them with the equipment needed, show them the supply room, and introduce them to technical resources.
- ▶ By providing your intern with meaningful tasks early in the experience, you are indicating that they will be a pivotal member of your workforce while interning.

Monitor and Evaluate!!

- ▶ You don't have to watch their every move, but watch for signs that the intern is confused or bored. As often as silence means that an intern is busy, it also could mean they are confused and shy about discussing it.
- ▶ Provide them with a lot of feedback, especially if the intern hasn't done this kind of work before. No matter what their experience level is, interns will need you to reinforce that their work is satisfactory.
- ▶ Remember those goals you outlined? Periodically meet with your intern and discuss with them how their work is moving them toward accomplishing those goals. Evaluation processes can differ, and range from written evaluations every few weeks to something as informal as occasional lunches with the internship coordinator or mentor.

Focus on the Future!!

- ▶ As much as internships are centered around moving the intern forward professionally, these programs are valuable to employers as well. Taking on interns gives an employer a competitive advantage in the recruiting process – you'll already be known to the employees you want most.
- ▶ By utilizing internship programs as a talent development strategy and recruiting full-time workers from this pool of qualified candidates, your new workers will already be trained for your workplace and loyal to your company, lowering training time, recruiting costs and turnover rates.
- ▶ By implementing a robust internship program, you will develop valuable relationships with members of your local college, students and your community, and your company will save money while benefitting from the input of talented, enthusiastic and innovative people. With all of these advantages, you might find that you can't afford to not offer internships!!



Your Source for Wisconsin Internships

Value of Internships: The Numbers

Each year, the National Association of Colleges and Employers publishes internship statistics. Here is how a robust internship program can help Wisconsin companies find and keep talent:

- ▶ **75.2%** -- *The percentage of businesses that use internships to recruit full-time entry-level positions*
- ▶ **67.1%** -- *The percent of businesses that extend a full-time offer of employment to an intern if a position at the company is open*
- ▶ **76.4%** -- *The percent of interns who were offered a full-time job and accepted it*
- ▶ **65.5%** -- *The percent of interns who become full-time employees and are still with the company after one year; the one-year retention rate for external hires is 46.2%*
- ▶ **51.8%** -- *The percent of interns who become full-time employees and stay with the company for at least five-years; the five year retention rate for external hires is 35.8%*

Internships help Wisconsin businesses find and retain key talent!



Department of Workforce Development