



**Microsoft Students to Business Internship Checklist**

What is an Internship?

An internship is any carefully monitored work or service experience in which a student has intentional learning goals and reflects actively on what she or he is learning throughout the experience.

This worksheet is designed to help you streamline your summer intern recruiting process and provide a detailed planning timeline.

**The Planning Process**

Before the internship

Owner	Questions To Ask	Status
	Can you provide meaningful work assignments?	
	Are you prepared to invest time in interns?	
	Is there a professional staff person to supervise interns? Is this a professional member of your staff who is committed to and capable of developing people? Does this person have the time to supervise interns?	
	Do your top managers and employees want to have interns on-site?	
	Can you provide financial support?	
	Do you have sufficient office space?	
	Identify issues and projects that, although important to the longer term objectives of the organization, have been deferred because of staff shortages or more pressing organizational or political imperatives. Look for significant portions of the task that the intern could perform.	
	Describe challenging, but realistic tasks students can accomplish within a three-month period.	

Weeks Out	Task	Owner	Status
	Create effective position descriptions		
	Post position descriptions to Microsoft Students to Business and other recruiting vehicles		
	Leverage Web 2.0 options for posting		
	Contact college career centers to post position descriptions		
	Inform all employees of open intern positions and ask them to share the openings with their networks		
	Review resumes and/or applications and interview students		
	Respond to all candidates		
	Select candidates		
	Discuss start and end dates with the selected students		
	Agree on days and times they will be expected to be on site		
	Provide interns with information regarding work attire		
	Notify your permanent employees when the interns will be starting and provide them with background information about the assignments interns will be doing		



During the internship

Weeks Out	Task	Owner	Status
	Have candidates complete a pre-internship worksheet to define skills and talents		
	Provide interns an orientation to your workplace as you would any employee		
	Design activities to develop workplace competencies and to provide intern exposure to all aspects of your industry		
	Review student's learning objectives. Incorporate learning opportunities from the job description into the Internship Plan		
	Explain the Mission of the Organization <ul style="list-style-type: none"> <li>• How did the organization start? Why?</li> <li>• What is unique about your product or service?</li> <li>• Who benefits from your product or service?</li> <li>• What are the organization's current objectives?</li> <li>• How may the intern contribute to those objectives?</li> </ul>		
	Explain the Organization Structure <ul style="list-style-type: none"> <li>• Who reports to whom?</li> <li>• Who, specifically, is the intern's supervisor?</li> <li>• What is the intern's department responsible for?</li> <li>• How are decisions made?</li> <li>• Which personnel can answer different kinds of questions?</li> </ul>		
	Outline Organizational Rules, Policies, Decorum and Expectations <ul style="list-style-type: none"> <li>• Is there special industry jargon?</li> <li>• What are the specific work standards and procedures?</li> <li>• What access to the supervisor (days, times, and duration) does the intern have?</li> <li>• How should they process requests?</li> <li>• How do the mail and telephone systems work?</li> <li>• What are the approved forms for correspondence?</li> <li>• By what safety regulations must they abide?</li> <li>• Is there a procedure for signing off completed work?</li> <li>• What periodic forms or reports need to be completed?</li> <li>• What local, state, and/or federal guidelines or laws apply to their work?</li> <li>• Are there security or confidentiality issues the intern should be aware of?</li> <li>• What is acceptable with regard to dress and appearance?</li> <li>• How should they maintain the premises and their</li> </ul>		



	work area?		
	<p>Meet with your interns regularly to provide feedback concerning their performance. During these meetings, the students can:</p> <ul style="list-style-type: none"><li>• report on the status of a project</li><li>• ask questions</li><li>• learn how their work is contributing to the organization</li><li>• participate in an evaluation of their strengths</li><li>• discuss areas needing growth and development</li><li>• get a sense of what kind of work lies ahead</li></ul>		
	<p>Help the intern develop connections within the organization by inviting them to meetings and introducing them to people</p>		
	<p>Define the Intern's Responsibilities</p> <ul style="list-style-type: none"><li>• What is the intern's role?</li><li>• What projects will be assigned to him or her?</li><li>• What resources are available to the intern?</li><li>• What training is necessary?</li><li>• How does the organization want the intern to deal with clients and vendors?</li><li>• What tasks can be completed without supervisory approval?</li><li>• Do other employees understand the intern's role?</li></ul>		
	<p>Monitor the Intern's Adjustment and Understanding of what is Expected</p> <ul style="list-style-type: none"><li>• Make yourself visibly available to the intern</li><li>• Assign someone who can periodically "check-in" with the intern</li><li>• Provide feedback and constructive criticism</li><li>• Force the intern to ask questions</li></ul>		