

INTERNSHIP CHECKLIST

A DEVELOPMENT GUIDE FOR BUSINESSES

INTERNAL REVIEW:

Coordinate with human resources and management teams to:

- ☐ Identify creative internships across career fields.
- ☐ Empower internship mentors to foster a quality experience.
- ☐ Design effective internships with projects, skills, and experiences.
- ☐ Develop policies and procedures to foster an inclusive and safe experience.
- ☐ Streamline high school and college internship co-management.

EXTERNAL REVIEW:

Meet with every internship coordinator (school and college) you will work with to:

- ☐ Request information on how students are prepared with employability skills.
- ☐ Ensure career exploration is part of the pre-internship program.
- ☐ Specify required student intern skills and knowledge.
- ☐ Request to interview student intern candidates.
- ☐ Review coordinator support for onsite visits and evaluations.

Dissatisfied with student prep or support? Clarify expectations before accepting interns.

Interested in developing strong internships at your business?

Expedite business results with expert Kristy Volesky:

20+ years of experience with internships and school-business partnerships.

- Gain beneficial tips for avoiding costly mistakes.
- Train and attract future talent.
- Strengthen your educational partnerships.
- Help you gain a valuable return on an internship investment.

Let's collaborate! Visit: voleskyconsulting.com

Proudly collaborating with businesses of all sizes.



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