Internship Program Creation

This playbook outlines the sequential steps necessary to develop an effective internship program. It aims to ensure the process is structured to benefit both the company and the interns.

Step 1: **Objective Setting**

Define clear objectives for the internship program. Determine what the company aims to achieve and what opportunities it should provide to the interns. These could include skill development, project involvement, or talent acquisition.

Step 2: **Program Design**

Design the structure of the program. Decide on the duration, whether it will be full-time or part-time, paid or unpaid, the kind of projects interns will work on, and the training and support they will receive.

Step 3: **Legal Compliance**

Ensure the program complies with all relevant labor laws and regulations, including minimum wage requirements, work permits for foreign students, and health and safety regulations.

Step 4: **Recruitment Plan**

Develop a recruitment strategy. Identify target schools or platforms to advertise the program, create appealing job descriptions, and establish a timeline for the application and selection process.

Step 5: **Selection Criteria**

Define the selection criteria for applicants. Consider academic achievements, relevant skills, prior experience, and cultural fit for the organization. Create a fair and unbiased selection process.

Step 6: **Onboarding Process**

Create an onboarding plan for new interns. This should include orientation sessions, introductions to team members, training on company tools and policies, and assignment of mentors or supervisors.

Step 7: **Assessment System**

Develop a system to assess intern performance and progress. Decide how feedback will be given and how often, and create a framework for evaluating the success of the internship from both perspectives.

Step 8: **Exit Strategy**

Plan for the completion of the internship. This should include conducting exit interviews, providing letters of recommendation if warranted, and considering the intern for future employment opportunities.

General Notes

Continuous Improvement

Regularly review and update the program based on feedback from interns and supervisors to continue to meet the goals and improve the benefits of the program.

Diversity and Inclusion

Strive for a diverse and inclusive program by reaching out to a broad range of academic institutions and communities, and by offering equal opportunities to all candidates.