

# INTERNSHIP CHECKLIST

This checklist was created to be used as a guide when developing an internship position

## Position Description

- Choose a descriptive, accurate position title
- Include a brief overview of the organization
- Provide clear and well-constructed ideas of how the intern will support the mission of the organization
- Provide a detailed list of duties and responsibilities for the intern
- Include stakeholders that the intern will be working with on a consistent basis
- Include the number of expected hours per week, a defined start/end date, and how you will compensate the intern

## Candidate Qualifications

- Consider screening criteria such as minimum GPA
- Include which major(s) will be suitable for this internship
- Highlight at least 3 soft/power skills such as strong written communication, detail-oriented, and creative thinking
- Highlight at least one hard/technology skill such as proficiency in Microsoft Excel

## Application Instructions

- Consider how you want the student to apply to this opportunity. Options include:
  - Applying through the Elon Job Network
  - Applying on your company website
  - Applying via direct contact
- Consider all application materials. Options may include:
  - Resume, cover letter and/or writing sample
- Include information on the next steps of the application process
- Include information on training and onboarding

## Additional Considerations

- What materials/equipment will the intern need in order to be successful?
- What forms of technology/platforms will the student need to access?
- Does training have clear objectives and goals?
  - Training is a pivotal factor for success. Therefore, spend adequate time on introductions, cultural understanding, orientation to the office, dress code, and internship responsibilities.
  - Provide clear expectations and policies for on-site and virtual work.
- Who will supervise the intern?
- How will the interview process ensure consistent interviews between all candidates? Consider questions and activities that demonstrate the intern's abilities, interest areas, and knowledge of the position.
- What measures will be used to assess the intern's performance?

## Student Professional Development Center Contacts

If you are interested in posting an internship or connecting with our students, please contact the following:

- **College of Arts and Sciences:** Danielle Golinski, Associate Director of Corporate and Employer Relations (336-278-5990, [dgolinski@elon.edu](mailto:dgolinski@elon.edu))
- **Love School of Business:** Lauren Bosselait, Senior Associate Director of Corporate and Employer Relations (336-278-6065, [lbosselait@elon.edu](mailto:lbosselait@elon.edu))
- **School of Communications:** Ryan Taube, Associate Director of Corporate and Employer Relations (336-278-5293), [rtaube@elon.edu](mailto:rtaube@elon.edu)

If you are interested in learning more about our recruiting opportunities or events, contact Kristin Walker, Associate Director of Employer Experience and Technology (336-278-6538, [kwalker19@elon.edu](mailto:kwalker19@elon.edu)).