



How to Host a Successful Clatsop WORKS Intern

Thank you for hosting a Clatsop WORKS Intern. Clatsop WORKS provides local youth, ages 16 and up, with exposure to professional paid internship opportunities in Clatsop County, with the goals of community building, economic development, promoting local opportunities and retaining local talent.

Host Employer Responsibilities

1. Interns are paid by the host employer, minimum wage or higher.
2. Full-time (or part-time if pre-approved by Clatsop WORKS staff) employment for 8-10 weeks, approximately June 15-August 31, 2022 (start/end dates are flexible).
3. Employer-paid professional development hours Wednesdays from 9:00am-11am, beginning June 21st and continuing through August 16th. (Clatsop WORKS will schedule professional development activities for the entire intern cohort. Interns must participate)
4. Assign a mentor to directly supervise your intern.
5. Provide a workstation or desk for your intern.
6. Provide exposure and job shadowing in as many career fields as possible within your organization.
7. Provide the student with meaningful professional experiences that offer valuable insights into a job field and its requirements.
8. Provide your intern with at least one performance evaluation offering valuable critique on areas where the intern is excelling, as well as areas where the intern needs improvement.
9. Hire and manage your intern using your company's Human Resources procedures.
10. All employers hiring someone under the age of 18 must complete the BOLI Certificate for hiring a minor.
11. Follow all BOLI regulations for your intern.

Application process

1. Visit our website and fill out the application to host an intern. To apply, you will be directed to our account on The Applicant Manager (TAM) website.
<https://clatsopworks.com/host-an-intern/>
2. You will upload your job description when you apply on TAM. Examples of previous job descriptions can be viewed at <https://clatsopworks.com/apply-for-an-internship/>
3. The deadline to apply to host an intern for summer 2023 is December 15th, 2022. On April 7th, 2023 you will receive access to view all student internship applications. The applications will be "tagged" with your business name if the student looks like a good fit for your job posting (so you do not have to try to review 80 plus applications). The hiring process must be complete by May 15th, 2023. Please contact Misty Bateman at mbateman@clatsopcc.edu or 503-338-2507 if you have any questions about the The Applicant Manager website or the hiring process.

Hiring process

1. Beginning April 7th, 2023, you may review the student applications and schedule interviews!

2. Conduct interviews: Introduce yourself and your company, as the candidates may have been matched with several internship positions. The interns should come well prepared to answer questions, but they may need a reminder about the nature of the internship they are interviewing for.

Please note: many students do not have access to voicemail and have indicated a preference to be contacted via text message. Please follow up with students via text, when necessary, to ensure students can be reached. If a student is not responding to your call / email, please let Misty know right away so we can reach out to the student.

3. For many students, this will be their first formal interview experience. When applicable, try crafting your interview questions to be general rather than work specific, as many of these candidates have little to no work experience. Some examples:

What is your favorite subject in school and why? / Explain a challenge you have faced and how you overcame it. / Can you share an example of a situation in which you had to manage multiple projects at the same time? / Why are you interested in this career field?

4. Please interview as many applicants as possible- the interview practice is an essential part of introducing students to the workplace.
5. After interviews, please feel free to make an offer to an applicant. In addition, please contact the applicants you interviewed who will not receive a job offer from your organization, so they are aware of their application status. When possible, please share constructive feedback regarding your decision.
6. **Please send a list of interns that you interviewed and what the results were to Misty Bateman; Clatsop WORKS Coordinator, at mbateman@clatsopcc.edu.** This is highly important program information, as it allows us to track who still hasn't received an offer.
7. Once all host employers have hired interns, Clatsop WORKS will contact applicants who didn't secure an internship.
8. Please complete the hiring process by Monday, May 15th at the latest. Start/end dates are flexible, as long as your intern can complete the 8-10 weeks during the summer and participate in our weekly professional development workshops that run from June 21 through August 16.

Your Intern's first day and week (onboarding)

For some of our interns, it will be their first exposure to a professional environment, which can be exciting and nerve-wracking. Don't worry, we have provided a few tips and tricks to create a successful transition to the workplace.

Orientation: The first day will set the tone for the rest of the internship, so spend some time welcoming your intern and introducing them to your company.

In the orientation process, we recommend that you:

- Prepare a workstation (including when appropriate: desk, chair, computer, phone)
- Assign one mentor to oversee the intern and their projects.
- Tour the facilities and talk about the products and/or services you provide.
- Provide a copy of your company's employee handbook.

- Introduce them to various employees from different departments.
- Have an orientation meeting in order to establish expectations, project timelines, and answer/ask questions.
- Treat your intern like an employee- give them documents, timelines, and responsibilities.

Helping your intern succeed

Internships are about gaining experience, learning, and networking. A few simple tips can foster a successful internship. See below for important tips!

Do: Be available.

Be there for your intern! If time allows, try to have weekly meetings with your intern to establish completion dates, weekly goals, or provide feedback.

Don't: Wait to provide feedback until the end.

Interns like receiving feedback, so check in with them frequently about their progress.

Do: Change it up.

If applicable, assign the intern a few tasks outside of their main project. These can be worked on when the intern is waiting (for approval, clarification, etc.).

Don't: Assign the project all at once.

A massive project can seem daunting, so try breaking the project down into smaller and more manageable tasks.

Do: Treat your intern like a full-time employee.

Interns are people too! Make the intern feel part of the team. This can be as simple as inviting them to staff meetings, etc.

Do: HAVE FUN!

No description necessary.

Need a little help? Clatsop WORKS is standing by to help you plan a great internship program. Call us at 503-338-2507 or e-mail mbateman@clatsopcc.edu for resources.