INTERNSHIP RESOURCES- Internal Needs Assessment

Request for Intern Assistance

As you know, our company is developing a new internship program. If you would like to participate in this program, please complete the attached Request for Intern Assistance form on or before ___________. This will allow me to determine the number of interns needed, match the criteria for interns with your departmental needs, and begin recruitment of intern candidates. If you have any questions, please let me know.

Thank you,

______________________________________________________________________________

To ensure the best fit, please provide a detailed description of your work expectations and the qualifications sought along with the duration period of the assignment. (This will aid in the interview process. Human Resources will perform the initial screening for each applicant. Each immediate supervisor is required to interview his or her potential intern.)

Date of request: ________________ Department: ______________________________

Staff contact: ____________________ Phone: ________________________________

How would you describe your department’s responsibilities to an intern?
(For example, Human Resources Department is responsible for recruiting, training, hiring, firing, etc.)

What will be your intern’s title?
(For example, Human Resource Recruiting Intern)

To whom will your intern report?

What will be the primary projects or responsibilities of the intern you select?

What other activities will the intern perform?
What are your desired skills or qualifications?
(Include skills and attributes needed to perform the work, and any items that might disqualify an applicant.)

What are your desired start and end dates?

What is the minimum number of hours per week the intern can work?

Are specific hours or shifts required for your intern?

Is there any other information you would like to provide?