

Roadmap to Hiring Step Up Interns



1 Identify departments and supervisors at your organization who can host interns

- Use our Step Up supervisor video and Job Description Library to find examples of past internships.
- Convene a Step Up brown bag lunch with potential supervisors. Our Step Up team can share information on the program and its benefits for your organization and employees.
- Seek out employees who are skilled in coaching or mentoring their teams.
- Identify emerging leaders who can benefit from the experience of supervising an intern.
- Encourage experienced employees to build a legacy by sharing their hard-won experience with a young person.
- Find employees who need extra help with specific projects or catching up on their workflow.
- Brainstorm with your team about back-burner projects that never rise to the top of the priority list.

2 Indicate the number of interns your company intends to hire for summer 2020

Our pledge form is available from our team and [online](#).

3 Submit Job Description Forms by March 27

Submit one for each unique internship. This form is available from our team and [online](#).

Potential Step Up Internships

Example of a High-Quality Job Description

SPECIFIC JOB TITLE:	<input type="text"/>	
HOURS PER WEEK:	<input type="text"/>	SUPERVISOR: <input type="text"/>
PRIMARY PROJECT 1:	<input type="text"/>	
	<input type="text"/>	
DAY-TO-DAY TASKS:	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	

Tips for Developing High-Quality Job Descriptions

- Be specific in your job description. This helps ensure a more accurate placement and also manages expectations over the summer.
- Pick one or two substantive projects for the intern to work on throughout the summer, combined with day-to-day tasks as they arise.
- Create challenging and interesting jobs by thinking about skills critical to success in your field. Then develop projects that help your intern explore and develop those skills.
- Choose projects that require little supervision after initial training.
- Talk to previous Step Up supervisors to learn best practices.

4 Sign and return Step Up Worksite Agreement by March 27

Submit one for each company. This form is available from our team.

5 Step Up will match interns with your job position(s) in May

Step Up will review your Job Description Form and make one-to-one matches of interns to jobs based on their skills, interests and experience, along with your needs as an employer. After the placements are made, you will receive the intern resume(s) and contact information.

6 Contact your intern candidate(s) within three days to set up an interview.

- Interview your candidate(s) to verify that they are a good fit.
- Try contacting the intern multiple times by phone (during non-school hours), text and email to schedule the interview. Interns may share a phone or may not have home internet access, which could delay their response.
- If you are unable to reach your candidate(s) in three business days, please inform your primary contact at Step Up and we will attempt to contact them on your behalf.
- If an intern match is unsuccessful, we will send the resume of another well-suited candidate for you to contact.

7 After you have interviewed your intern and confirmed that you intend to hire them, develop a complete list of onboarding steps.

Allow ample time for all steps on the checklist. Include all key steps, such as online applications, drug tests, background checks and health screenings.

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

8 Send your intern official hire letter.

After your intern has completed the onboarding process, send them an official letter to confirm their employment (also send via email). The letter should include:

- Job title
- Job description
- Name of employer and location
- Department, supervisor's name, phone and email
- Hourly wage
- Date and time of first day of work

9 Begin summer internship week of June 15

Our official internship dates are June 15 – August 13, but these can be flexible to meet your needs.

10 Receive ongoing support from your Step Up job coach

Each supervisor-intern pair is assigned a Step Up job coach who provides resources and support during the internship, and is available at any time for questions or concerns. Contact your coach early to address any issues that arise. If a problem persists, you can terminate your intern's employment at any time.