

TOURS TO TALENT

Building Tomorrow's Workforce Starts Today.

HOSTED BY THE WARREN COUNTY BUSINESS ADVISORY COUNCIL

WHY HOST AN INTERN?

High school internships and work experiences help you build a strong talent pipeline, support student success, and strengthen our local economy.

- ✓ Build your future **talent pipeline**
- ✓ **Evaluate** potential employees before hiring
- ✓ Increase employee **engagement** through mentoring
- ✓ Bring **fresh ideas** into your organization
- ✓ Strengthen your **community** and local schools



“Today's students.
Tomorrow's workforce.
Your future.”

FIVE STEPS TO A SUCCESSFUL INTERNSHIP



PLAN

Create a meaningful project with clear learning objectives.



PREPARE

Assign a mentor, provide orientation, and set expectations.



ENGAGE

Give students real work, regular feedback, and opportunities to grow.



SHOWCASE

Celebrate accomplishments through presentations or project demonstrations.



RECONNECT

Stay in touch with high-performing students for future employment.

20 EMPLOYER BEST PRACTICES

- 1 Pay your interns.
- 2 Recruit for your internship program like you do for full-time hiring.
- 3 Align your program with your organization's workforce goals.
- 4 Provide relocation and housing assistance.
- 5 Offer scholarships.
- 6 Balance intern and organizational needs with work modality.
- 7 Provide interns with real work assignments.
- 8 Hold orientations for all involved.
- 9 Provide interns with a handbook and/or website as a rule guide.
- 10 Have an intern manager.
- 11 Involve your college recruiting teams.
- 12 Invite career center staff and faculty to visit interns.
- 13 Hold new-hire panels to showcase your organization.
- 14 Recruit your executives as guest speakers.
- 15 Offer in-house professional development.
- 16 Conduct focus groups/surveys.
- 17 Showcase the work of interns via presentations/expo.
- 18 Conduct exit interviews.
- 19 Track intern-to-hire conversion and outcomes.
- 20 Stay connected—nurture relationships for future opportunities.

*Best practices adapted from the National Association of Colleges and Employers (NACE), "Recruit Once, Hire Twice: How to Maximize Your Internship Program."

GETTING STARTED CHECKLIST

- ✓ Define the role and learning objectives
- ✓ Identify a mentor for the intern
- ✓ Plan meaningful projects and responsibilities
- ✓ Clarify schedule, location, and expectations
- ✓ Prepare an orientation plan
- ✓ Communicate intern policies and pay
- ✓ Provide feedback regularly
- ✓ Celebrate successes and provide recognition
- ✓ Gather feedback and evaluate the experience
- ✓ Stay in touch for future opportunities



WCBAC CAN HELP!

We partner with employers to create impactful internships and work experiences.

- ✓ Design experiences
- ✓ Connect with local schools
- ✓ Coordinate job shadows and internships
- ✓ Host industry tours
- ✓ Develop work-based learning opportunities
- ✓ Build talent pipelines that lead to employment

WCBAC
WARREN COUNTY
BUSINESS ADVISORY COUNCIL
CONNECT • DEVELOP • SUCCEED



READY TO BUILD YOUR FUTURE WORKFORCE?

The WCBAC is here to help you create meaningful experiences that inspire students and strengthen our community.



Warren County
Educational Service Center
"Champions for Children"

WORK-BASED LEARNING IS
WORKFORCE DEVELOPMENT