

Preparing For Your Intern:

- Review their CV and reference letters and consider setting up a telephone interview.
- Discuss the applicant with your team considering how best their skills will fit with your organisation's requirements.
- Start thinking about projects they can work on. Plan both larger projects and smaller tasks with set goals. Remember that interns tend to be young and computer savvy, consider having them set up a newsletter or Facebook page.

Your Intern's First Day:

- Meet with your intern to find out what their goals are and see how these can tie in with your needs. The most successful internships are mutually beneficial.
- Set out a work plan for the duration of your intern's stay, emphasising the need for flexibility
- Discuss expectations and deadlines. Make sure your intern always has something to do by designating both larger projects and smaller tasks. If the intern understands their priorities and how long projects and tasks should take they will be able to accomplish more.
- Give your intern a tour of the organisation, introducing them to the team. Consider setting up brief one-on-one meetings for your intern with each staff member in the first week to give them a better sense of what the organisation does.
- Make sure they know how the office systems work e.g. computer network, printers, phones etc.
- Review office policies and procedures with them. E.g. working hours, leave, lunch break, dress code etc.
- Explain the best way for interns to ask you questions during the day – through e-mail, asking for a specific appointment time, or popping in to your office to see if you have a minute.

The Internship:

- Schedule weekly meetings. Use this time to review the intern's progress and assign additional projects.
- Include interns in departmental and organisation-wide meetings. These meetings help interns understand the organisation's overall mission, and allow them to observe various styles of leadership.
- Allow interns to attend outside meetings on topics important to your organisation with clear instructions on what their role is at these events. E.g. purely observational, taking minutes etc. Workshops, meetings, site visits, and seminars are all interesting ways for interns to gain a broader understanding of your organisation's work, and the sector you operate in.
- Provide feedback on assignments. When an intern completes a major project, review their work and set up a meeting to discuss the assignment, answer any questions, and provide constructive criticism.
- Connect-123 interns are part of a peer network of between 30 – 100 interns (depending on time of year) all working with local organisations. Encourage your intern to tap into this network for e.g. fund-raising events, or collaboration with similarly focused organisations.
- Remember communication is key. If you are experiencing difficulties with an intern in terms of performance or professionalism, meet with them to explain your concerns and provide constructive criticism. Please also contact Connect-123 to explain your concerns. We will then work through the situation together to find a solution that you are happy with.

Before Your Intern Leaves:

- Consider having your intern give a final presentation of their work. Please invite us!
- Consider doing an exit interview to discuss accomplishments, learning lessons etc. This can also be an opportunity to get their feedback for future intern placements with your organisation.
- Offer to write them a reference letter.
- Think about ways they can continue to add value once they have left - eg spreading the word about your organisation internationally, garnering funding, networking with peers who may be suitable future interns.

Feedback:

- We will follow up regularly with you throughout the internship and will ask you to complete a feedback form. In order to further improve our services, your feedback is essential. Please let us know what works and what doesn't. Remember we are always at the end of a phone.
- Invite us to your AGMs, events etc. The better we get to know your organisation, the better able we will be to find you the right match!
- Keep us informed on upcoming projects so we can find you the right fit.
- We will be asking our interns what is the "Most Significant Change" you have made at work?
- We look forward to hearing how your Connect-123 intern has added value to your organisation!