

# CHECKLIST TO HIRING A SUMMER INTERN

## CHECKLIST

**3 MONTHS BEFORE LOCAL SCHOOLS BREAK FOR SUMMER**

### DRAFT A JOB DESCRIPTION

Include the list of responsibilities for your intern, along with qualifications, skills and competencies you're looking for.

**2.5 MONTHS BEFORE SUMMER BREAK**

### START LOOKING FOR AN INTERN

- Post your job description to intern job boards.
- Send an email asking for referrals from current employees.
- Attend an intern job fair or visit local colleges/universities.

**2 MONTHS BEFORE SUMMER BREAK**

### INTERVIEW QUALIFIED CANDIDATES

Narrow down the applications to your top candidates then set up interviews. If candidates are going to school in a different area, conduct a phone or Skype interview.

**1 MONTH BEFORE SUMMER BREAK**

### MAKE A FINAL DECISION

Choose your top candidate and make an offer. Determine a start date and discuss any compensation (check your state and company guidelines for hourly intern rates).

**YOUR INTERN ACCEPTS THE POSITION**

**SIGN UP THE INTERN FOR THE ASI®  
SUMMER INTERNSHIP PROGRAM AT**

**INTERNPROGRAMASI.COM**