BEFORE
the virtual internship

Use Handshake to recruit for your internship:
You will have access to recruit over 100,000 students!

Host virutal interviews:
Share expectations of the internship expectations and how the virtual experience will work.

Organize important hiring documentation:
Create a document that outlines required paperwork for interns

Host Training online

1. Begin to onboard your intern
2. Conduct an aduit of technology
3. Consider mailing out technology
4. Connect them with their peers
5. Set up virutal meetings
6. Engage interns creatively
7. Faciliate training online
8. Make the implicit, explicit

Set goals

1. Develop an inclusive virutal internship program
   a. Meet the needs of organization
   b. Meet the learning requirements of intern
2. Set clear exceptions
   a. What is the schedule?
   b. What type of communication will be used?
   c. How does the intern log hours?

DURING
the virtual internship

SUPERVISE AND MENTOR VIRTUALLY

Train managers
Consistency is key across the internship program! Ask managers to set expectations about activities on interns' calendar

Provide oversight + mentorship
Ensure the intern is achieving objectives. Consider virtual one-on-one meetings

Professional Development

1. **FACILITATE NETWORKING OPPORTUNITIES**
   a. Allow the intern to meet & host virtual informational interviews with staff

2. **PROVIDE ONLINE ACCESS**
   a. If your organization does not offer PD online, there are online PD tools that may be suggested

3. **INVITE THEM TO JOIN EMPLOYEE RESOURCE GROUPS**
   a. Encourage the exploration of the workplace culture

AFTER
the virtual internship

What to do

1. **COMPLETE THE FINAL EVALUATION**
   a. Facilitate a formalize exit interview to provide feedback

2. **LEVERAGE YOUR HR TEAM**
   a. Share with interns how to demonstrate skills and talk about their experience

3. **BE A REFERENCE**
   a. Provide contact information

4. **CONNECT WITH THEM**
   a. Reach out on LinkedIn to connect & encourage them to post a review of your company

5. **PROVIDE FILES + COPIES**
   a. Link the projects they worked on so they may continue to build their portfolio