



 **NoCo**
INSPIRE

NoCo
works



Tours/Shadow

Internships -
Youth, College
and Adult

Apprenticeships

Business Work-Based Learning Toolkit

Why Work-Based Learning Matters

NoCo Inspire is the platform used by the NoCo Works Work-Based Learning Alliance. The Alliance exists to align education and workforce to increase sustainable community access to work-based learning (WBL) by removing barriers and sharing resources. WBL refers to opportunities for learning that occur in part or in whole at the workplace and that provide individuals with hands-on, real-world experiences. WBL provides the business with an additional recruitment and retention tool for finding, training and keeping employees engaged and productive. Ensuring access to training and learning is critical in preparing the future workforce and fine-tuning the skills of our current talent for your current and future workforce needs. We hope this toolkit provides you with the inspiration and steps to implement WBL within your organization.

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To learn more about WBL alliance reach out to us or any of our partners for more information, resources and support.
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Hosting Successful Career Tours

Tours/Shadow

What is a Career Tour?

An opportunity for learners to tour your business, learn about your business/industry, meet with various staff representing a variety of career pathways, better understand future work opportunities, identify training/education needed for different positions, see staff at work, engage in hands-on activities, and ask questions to professionals in the field.

Goals of a Career Tour:

- What understanding do you hope they gain about **your business** in general?
- What will they learn about the **industry**?
- What knowledge will they gain about **career opportunities** and **various career pathways**?
- What **areas of your business** will you show and what **positions** will you highlight on your tour?

Benefits of Career Tours

- Creates an understanding of your business and of the larger industry (what do you provide, create, contribute, etc.)
- Promotes business recognition and an understanding of your role in the community and economy; including brand awareness
- Provides a larger audience to market future open positions/job opportunities to
- Creates a connection between your employees and the future workforce; this is an opportunity for your staff to share their passion for their work
- Exposes learners to careers and future options, tapping into a young talent pool for potential workforce
- Helps learners connect their education/training/skills to future employment opportunities
- Identifies job-specific skills needed in certain positions and emphasizes the importance of “soft skills” in career success

Career Tour Considerations

- How many people are attending the tour? How many groups will you have?
- What are the ages of attendees?
- How can you create excitement for this career and industry?
- How will you invite learner engagement and questions throughout this tour?
- How are you communicating your workplace expectations and safety considerations to learners while they're on the tour?



Help Attendees Understand Your Business

Share the following information with learners and anticipate the following questions:

- What does this company do/create/provide?
- What different positions/roles do you hire for?
- What are the education/training requirements for the various positions?
- Where does the company post open positions?
- How would you describe the staff culture?
- What helps an applicant stand out in their resume? In their interview?

Hosting Successful Career Tours

continued

Tours/Shadow

- What is your starting hiring age?
- What are some benefits of working for this company?
- Do you host any WBL opportunities? (*Job shadows, internships, apprenticeships, etc.*)
- What advice would you share with someone wanting to pursue a career in this industry?

Let Your Staff Shine

Incorporate many staff members who represent different departments and roles

- Increases learners' exposure to career options!
- Invite various staff to share about their individual **career journey**
- Encourage employees to share what **skills/qualities** they have that help them be successful in their unique roles
- Can your staff **show their skills** with a demonstration? Or provide an opportunity for the youth to engage in a hands-on activity?

Embrace Creative Ideas

Get learners excited by providing them opportunities to dive in and engage.

- Scavenger Hunt
- Mini hands-on activities
- Trivia Game (*based on information shared*)
- Team challenge

Assess the Impact

Consider a post-tour evaluation and collect feedback from learners/staff

- Evaluations can be **digital** (QR code to a Google Form) or **printed** on paper and collected at the end of the tour
- Decide what information you'd like to collect to generate questions
- Review the information with your staff and use results to inform future tours

Other Opportunities to Connect with Talent

- Speaking to classrooms
- Hosting a **job shadow**
- You or your staff engaging in an **informational interview**
- Hosting additional tours
- Hosting an **intern** or **apprentice**
- Attending Career/Hiring Fairs
- Marketing open positions to young talent

Hosting Successful Job Shadows

Tours/Shadow

What is a Job Shadow?

A Job Shadow is an opportunity for students or jobseekers to observe, discuss and participate in the daily routines and activities of a particular job in order to help them be more confident, aware and better prepared to make a career decision.

Benefits of Job Shadowing

For the Business:

- Job Shadowing helps students/jobseekers explore their interest in your industry, and observe first hand what it takes to work at your company
- Creates an understanding of your business (and of the larger industry)
- Promotes business brand recognition and an understanding of your role in the community and economy
- Job Shadows are not just for students or jobseekers - current employees can gain hands-on experience and practical skills while obtaining new ideas on how to perform their job role to boost productivity

For the Student/Jobseeker:

- Informs a student's or jobseeker's desired career path
- Helps the participant gain a better understanding of how an organization operates
- Exposes learners and job seekers to careers and future options, tapping into potential workforce
- Job Shadowing can help young people see the connection between what they learn in the classroom and what they will encounter in the real world.
- Provides an important opportunity for a student/jobseeker to interact with a professional

What can a Job Shadow look like?

- 3 or more hours during a single day or multiple shadows over various days
- Tour of business or job site
- Observation of an employee or mentor as they perform their daily work routines, like attending meetings or client interactions
- Individual appointments with colleagues at different levels and/or performing different functions in the organization
- Brief and debrief before and after the shadow regarding what the student/jobseeker will see or participate in and answering questions the student/jobseeker may have
- Hands-on job shadowing may involve allowing the student/jobseeker to perform specific tasks related to the role they want to learn more about, under the mentor's guidance

Sample Job Shadow Schedule

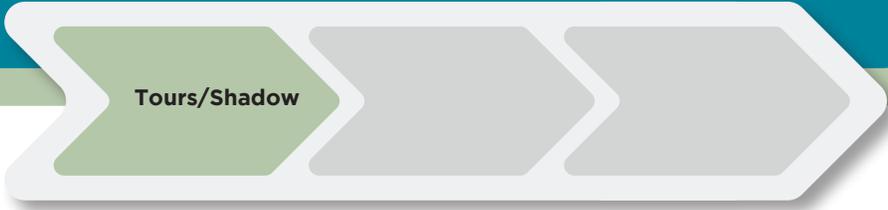
1. Introductions (approx. 10 minutes).

- Share how long you have been at the company and in your current position



Hosting Successful Job Shadows

continued



Tours/Shadow

- Explain the position you started in
- Share what made you interested in this job

2. Overview of the industry and employer (approx. 30 minutes). Explain:

- The main goal of the company
- The various jobs and how they support the goal
- The number of employees
- The location of the company: local, regional, national, international

3. Workplace tour (up to 30 minutes)

- Introduce other employees and their role
- Explain the role of equipment or technology, if appropriate
- Show the “behind the scenes” look, such as the side of business customers often do not see

4. Individual shadowing time (2-6 hours)

- Determine if the student/jobseeker will shadow you or other individuals or both
- If possible, include the student/jobseeker in the work or allow them to observe by taking notes, photos, or videos

5. Wrap up/Q & A (up to 1 hour)

- Reflect with the student/jobseeker on what they learned
- Answer any questions that the student/jobseeker has
- Complete any paperwork, such as a post-job shadowing survey

Tips for a Successful Job Shadow Experience

- **Clear Instructions/Expectations:** Provide instructions to the student/jobseeker regarding dress code, directions to your office, parking information, and what they should bring (computer, notepad, lunch, etc)

- **Variety of activities:** Hands-on activities make a big impact - be sure your Shadower is engaged in a range of activities throughout the day
- **Positivity:** Choose activities that highlight the skills needed to do the job and show your career/industry in a positive light
- **Notify and involve your colleagues:** Meeting multiple employees is valuable to the student/jobseeker and can buy you time to complete your work. If coworkers are too busy to meet with the student/jobseeker, you should still introduce your guest and they may be able to have a brief chat about their role
- **Minimize work-loss:** Be sure the Job Shadow cannot inadvertently disrupt or damage your work
- **Help your Shadower learn as they observe:** Don't assume that they know what you're saying or doing. Use language that the student/jobseeker can understand and explain technical jargon
- **Make them feel welcome:** Little things like having a name tag made up for them or providing them with some company swag can go a long way
- **Relating to youth:**
 - Explain how your work relates to classes they might be taking in school
 - Share examples of your daily routine that incorporates skills they are learning such as communication, collaboration, critical thinking, self-advocacy, etc.
 - Tell the student about yourself, where you went to school, some work and college experiences (internships, your first job, etc.) and why you chose your career path

Internship Program - Best Practices

Internships -
Youth, College
and Adult

Provide Interns with Real Assignments

Providing interns with real work is essential to ensuring your program's success. Interns should be assigned work related to their interests and/or skill set. Guarantee that the program is providing real work assignments that can be accomplished through reviewing job descriptions, emphasizing the importance of real work assignments during manager/mentor orientation sessions, and communicating with interns frequently throughout the work term. Feedback from interns indicates that real work assignments play a leading role in determining intern satisfaction.

Have an Intern Manager/Supervisor

Having a dedicated manager for your intern program is a valuable step to ensuring that the program runs smoothly, and stays focused on the organizations defined goals. Ultimately, the size and resources available to most internship programs will determine if this is possible. If your program size does not warrant a dedicated full-time staff



member, an excellent short-term solution is to hire a graduate student (preferable a student working toward an advanced HR degree) to be lead the internship program. In this situation it is vital that the program structure is in place prior to bringing the lead intern on board.

Having an Intern Manager/Supervisor in place gives the interns a “go-to” person and gives you and your staff a break from the many daily tasks involved in running a program of any size.

Considerations for Intern Manager/Supervisor

DEFINE SUPERVISORY STRUCTURE

- **Make the supervisory structure clear.** Interns should have a direct supervisor that manages their day-to-day responsibilities.
- **Hold an introductory work plan meeting.** This helps to clarify expectations and outline the performance management structure.

COMMUNICATION

- **Have a touch point.** Meet with the intern regularly. It is recommended to make contact every day that your intern works, as well as at least one designated meeting weekly to check-in. The check-ins provide space and time to review expectations and provide feedback as needed. It is important to make the communication structure clear at the beginning, including what form of communication you prefer in the workplace.
- **Consider using a structured weekly agenda** template to keep the interns organized. The agenda can include reflective prompts that can spur discussion. Some suggested prompts include: You might add reflective prompts such as, “What was difficult this week?” or “What are you most proud of?”
- Within the first two weeks, **develop a clear work plan** for the intern. Review expectations, your feedback process, the skills to be gained, questions, methods of communication and more.

Internship Program - Best Practices

continued

Internships -
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- **Etiquette:** Clarify expectations for workplace communication using different platforms, such as emailing, texting, calling, etc.
- **Consider holding office hours** or scheduling times for the intern to reach out to you.
- **Context:** Instead of simply assigning tasks, take a moment to explain how they fit into the organization's bigger picture or mission. This ties the work they are doing to the overall mission and vision of the organization.
- **Most supervisors appreciate interns who take initiative and are proactive.** While you should encourage this approach, be sure to help the intern understand what this would look like on your team and in a virtual environment.

1) Provide Orientation for Managers/Supervisors (all involved)

To be successful it is important that everyone “be on the same page”. To make this occur it is helpful to hold an orientation session. Orientations ensure that everyone starts with the same expectations and role definitions. Orientation should be held not only for interns and Intern Managers/Supervisors, but also for those who will be regularly interacting with the interns.

Considerations for Orientation/Onboarding

WELL-PLANNED ONBOARDING AND TRAINING PLAN

- **A highly organized and comprehensive onboarding process can lay the foundation for a successful internship**—whether it is virtual, in person or hybrid.
- Consider the following:
 - **Spread the onboarding process out over a few days to a week.** Be sure to build training—with clear deadlines for completion—into the onboarding schedule.
 - **Schedule meetings with HR** and other appropriate contacts.

- Discuss HR paperwork and policies.
- Discuss IT privileges and access (e.g., laptops, hotspots, IT resources, SharePoint, Teams, etc.).
- Tip: Be sure to discuss these issues with your HR or IT departments before the first day, and schedule meetings with the appropriate parties to ensure the intern fills out necessary paperwork and has access to the right technology.
- **Set up accounts** for the platform(s) your organization uses to communicate and meet and include instructions and expectations for usage. If you have an etiquette guide, be sure to provide that to the intern as well.
- **Send any pre-work** (recommended readings, social media, websites, etc.) for interns to review to help them acclimate to the organization before starting.
- **Introduce your intern to your colleagues and teams.** Encourage meetings, coffee chats and connections with other staff and interns. Remember: Interns are often unsure how to schedule meetings with their new colleagues, so it can be helpful if you help set them up and explain why they should meet with a given co-worker.

2) Provide a handbook and/or website/LMS

Orientation should also be supplemented with a handbook, website or Learning Management System (LMS)/ Whether in paper booklet format, or presented as a special section on your website, a handbook serves as a guide for students, answering frequently asked questions and communicating the “rules” in a warm and welcoming way. A separate intern website serves many of the purposes of the handbook but has the advantage of being easy to change. You can use your website as a communication tool, with announcements and/or internship postings.

Internship Program - Best Practices

continued

Internships -
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3) Offer Flexible Work Hours/ Varying Assignments

Research has shown that prospective interns value flex-time as one of their most-desired features in a job. (A flexible time schedule during their internship eases their transition to the workplace.) Other work arrangements that have been found successful with interns include keeping them on as part-time, remote employees after their internship ends are excellent ways to keep communications open and build a stronger bond.

4) Get Your Team Involved

Involve your organization's recruiting teams—whether they are “volunteers” who participate in recruiting, staff members dedicated to recruiting, or some combination of both—in your intern program. They can sponsor social or professional development events and help to orient the interns to your company culture. Involvement should not be limited to recruiting.

One of the greatest advantages to participating in an internship is the access participants get to accomplished professionals in their field. Consequently, speakers from the executive ranks are very popular with interns—it's a great career development and role modeling experience for interns. Having a CEO speak is especially impressive.

For you, having your executives speak to interns is another way to “sell” your organization to the interns, and get your executives invested in (and supporting) your program. This will also help to build a community for the interns within the organization.

Considerations for Community Building

- **Consider scheduling a virtual welcome coffee or lunch with your intern during the first two weeks.** If appropriate, arrange an office happy hour.
- **Find ways for interns to collaborate and develop**

an interactive community while online. Consider an intern trivia night or instituting an intern book club.

- **Consider setting up lunches or coffees with other units in your organization.** Debrief with the intern afterward and help them follow up if they want to network further.
- **Find collaborative projects for your intern** that will help them feel more connected to your organization and colleagues.
- **When appropriate, invite your intern to meetings.** Provide context beforehand and follow up afterward. Each week, supervisors should ask interns what they are curious about and then try to provide them opportunities to learn more. If your intern wants to learn about a specific policy topic, take them to a related briefing. If your intern wants to learn more about social media, connect them with relevant folks in your office. Intentional questions help interns connect with your organization and co-workers.

5) Hold a New Hire Panel

New-hire panels are one of the best ways to showcase an organization to interns as a great place to work. These are panels of five or six people who were hired within the last three years. They act as panelists in a meeting of interns, giving a brief summary of their background and then answering questions from the intern audience. Your interns will get insight about your organization from your new hires.

In general, your interns are likely to ask new hires these questions. Some common questions include: Why did you choose this employer over others? What was your first year like? How is being a full-time employee here different from being an intern? Do you recommend getting a graduate degree? In the same field, or in another? Is it better to go straight to graduate school after the bachelor's or better to work a while?

Internship Program - Best Practices

continued

Internships -
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It's also typical that the new hires will offer other types of advice to your interns, such as how to handle finances those first couple of years out of school. (Typical advice includes: Don't run right out and buy a new car, and, Start contributing the maximum to your savings plan as soon as you are allowed.)

6) Offer Training/Encourage Outside Classes

Providing students with access to in-house training. Topics should include work-skills-related areas, such as a computer language, and in general skills areas, such as time management.

You may also want to consider providing interns with information about nearby community colleges: Many students will be interested in attending during their work term to take care of some electives and/or get a little ahead with the hours they need to graduate. If you have the budget, you may also want to consider paying the tuition for courses they take while working for you.

Considerations for Professional Development and Mentorship

- **Consider assigning a mentor or “buddy” within your organization** who can answer questions, provide support and meet the intern with some frequency. This person should be someone who does not supervise the intern's work but can provide an added layer of support and mentorship.
- **Ask your interns about—and help them meet—their short- and long-term goals.** Interns should set learning goals. Align the job responsibilities with their goals, to the greatest extent possible.
- **If your organization offers relevant and appropriate training,** enroll your intern.
- **Set up coffees with others in the organization** and support your intern through the networking process.

- **Set up a panel discussion or meeting with your organization's leadership** for all the interns in your office or at your agency to attend.
- **Offer to review the intern's resume,** conduct mock interviews and provide other professional guidance near the end of the internship.

7) Conduct Focus Groups/Surveys

Conducting focus groups and feedback surveys with these representatives of your target group is a great way to see your organization as the interns see it. Focus groups in particular can yield information about what your competitors are doing that interns find appealing.

8) Showcase Intern Work Through Presentations and Expos

Interns work very hard at completing their work and are generally proud of their accomplishments. Setting up a venue for them to do presentations (formal presentations or in a fair-type setting such as an expo) not only allows them to demonstrate their achievements, but also showcases the internship program to all employees.

9) Conduct Exit Interviews

Whether face-to-face or via Zoom or phone, a real-time exit interview done by a member of the HR Team is an excellent way to gather feedback on the intern's experience and to assess their interest in coming back. Having the interns fill out an exit survey and bring it to the interview gives some structure to the conversation.

10) Collect, Track, and Analyze Your Program's Statistics

The only way to ensure your program is effective is to track and analyze related data. This is critical to success—from ensuring you are attracting and securing the interns you want to determining how effective your program is at converting interns into full-time hires.

Internship Program - Best Practices

continued

Internships -
Youth, College
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11) Stay Connected with your Interns After the Internship

Maintain your ties with your interns throughout the academic year. If you have extended a job offer to the intern, make sure you stay in touch. Don't assume that extending a job offer is the end of your work with your interns. It is also important to maintain ties to successful interns who aren't eligible yet for job offers.

Other Considerations

Provide Housing and Relocation Assistance

Few employers cover their interns' relocation and/or housing expenses, but if possible, this assistance can help to expand your internship pool. NACE research indicates that most employers that do provide assistance do so with a lump sum. Keep in mind that in-person or hybrid internships (where the intern's is in the office part of the time and working remotely the rest) can be an issue for economically disadvantaged students if the internship site is not nearby.

If you can pay for all or some of your interns' relocation and/or housing, be sure to develop and adhere to a clear policy detailing who is eligible. This will eliminate any perceptions of unequal treatment. In addition, be aware that employer-paid or employer-subsidized housing is considered a taxable benefit. Check with your internal tax department on exceptions to this.

At a minimum, you should offer assistance to your interns in locating affordable housing. For those relocating to the job site, the prospect of finding affordable, short-term housing can be daunting. Easy availability of affordable housing will make your opportunity more attractive to interns.

Offer Scholarships

Pairing a scholarship with your internship is a great way to recruit for your internship program—and this is especially true if you are having difficulty attracting a particular type of Interns or Interns with a specific skill set to your program. Attaching a scholarship can increase your pool of candidates with the desired qualifications.

Pay Interns

Many organizations use their internship programs to feed their full-time hiring. In fact, employers have reported that their internship program is the **single-best strategy for recruiting new employees**.

Considerations for paying your Interns:

- Paid interns can be given real work and you will be able to assess performance and make an informed decision about whether to offer the intern a full-time job upon completion of their internship. There are legal constraints that impact the kind of work an unpaid intern can be assigned.
- By paying your interns, you are increasing the size of and diversifying your pool of potential interns. Many interns cannot afford to forgo a paycheck for the term of their internship. Paid internships also support an inclusive candidate pool
- Recruit for your Internship Program just as you would for a full-time hire
- Your internship program can be an effective means for achieving your goals for full-time hiring, but only if you approach it in the same manner. Take as much care in sourcing, recruiting, and securing interns as you would with full-time hires. Research shows that organizations that are intentional in recruiting their interns are rewarded with higher intern-to full-time-hire conversion rates.

When Should I Hire an Intern?

Internships -
Youth, College
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Why do companies hire interns?

Companies of all sizes and industries hire interns to gain valuable support for the business and its existing employees. Internships allow companies to invest in their own future success and perhaps discover new talent and future leaders. Interns can take on lower and entry-level tasks, freeing up time for colleagues to handle other assignments.

Decision points that help you know when to hire an intern:

When You Have a Larger or Growing Workforce or Are Ready to Grow

Interns are a valuable support and help to current employees. This assistance is even seen when they are given a modest level of responsibility. By assigning tasks to interns, other colleagues can focus on more advanced projects. Interns generally bring fresh views and ideas to the team and may not be as limited by previous experience. This can help accelerate growth.



When a Current Employee Is Ready for More Responsibility

When your current employees are looking for more responsibility within your organization. Bringing on interns for them to mentor provides an opportunity for leadership growth and experience. Internship programs give current employees an opportunity to mentor future leaders in the field, and it can promote a healthy work culture and build company morale. Helping teach and develop individuals new to the career can motivate employees and reinvigorate their passion or work ethic and increase effective leadership within the team.

When Current Employees Need Help With Big Projects

Big projects can result in more tasks than your team can thoroughly complete. An intern can not only assist with these additional tasks, but they can also bring a fresh perspective to projects and a new way of looking at challenges.

When Your Team Needs a New Perspective

When you notice that your team or organization is stuck on the same ideas and not moving forward. This challenge can be seen when new ideas are not being put forth or and new solutions are not being offered. Interns offer a fresh look at a company's day-to-day operations and can share ideas on strategy, plans, policies and more. This need can also be seen when the organization or team is having internal resistance to adopting new technologies or when the team's energy dips. Bringing in new short-term staff can be a needed jolt to the team.

When You Are Looking for Positive Publicity or Brand Advocates

Organizations are often recognized for providing internships to the next generation of workers. Internships can also promote community involvement and presence through teaching the prospective workforce and having an impact on the community. Interns can also become brand

When Should I Hire an Intern?

continued

Internships -
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advocates, being excited about the opportunities they have been given and for their first taste of the real working world.

Whether their job is to help you spread the word about your company or they are simply telling family and friends about their experience, they can easily become brand advocates.

When You Are Looking to Expand Your Employee Candidate Pool or When You're Looking to Build Out a Talent Pipeline

Companies can select and develop future talent through internships and increase their staff retention rates. Former interns assimilate into the new role faster than an external hire might. Word of mouth and intern recruitment events will help to expand this pool.

Other benefits of an internship program?

- Cognitive diversity
- Simplicity of experience
- Outside-of-the-box approach
- Hacks and innovative tools
- Ambition, hustle & drive



Design A Youth Internship Program

continued



What specific skills, talents and knowledge are you seeking in an intern?

**How many hours/week or hours/semester are you wanting to host an intern?
What days of the week or time of day are you able to host an intern? i.e.,
summer, school year semester, throughout the school year, etc.**

**Plan for the onboarding and orientation. What other regular meetings and
team networking will you expect the intern to participate in?**

Design A Youth Internship Program

continued



Expectations for post-internship. Be clear from the beginning: full-time job, part-time job, no job available but maybe in the future.

Identify and assign a supervisor and/or mentor.

Establish performance reviews that include benchmarks and/or performance criteria. How often should these take place given the length of the internship?

Design A Youth Internship Program

continued



Internships -
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Other questions to consider:

- 1. Have you identified a workspace for the student?**
- 2. What equipment or technology will the student be provided with?**
- 3. What equipment or technology will the student need to provide?**
- 4. Will the position require the student to ride in or operate a company vehicle?**

References:

1. The Nebraska Department of Economic Development InternNE Employer Guidebook

Youth Internship Checklist

Internships -
Youth, College
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Assessing Company Needs & Resources

- Meaningful work and projects - Consult with K12 Business Liaison to help develop a position
- Compensation structure
- Number of interns to host
- Duration of time and time of year - Consult with the K12 Business Liaison on scheduling and recruiting
- Workspace and equipment accommodations

Working Through Legalities

- Minimum wage requirements
- Workers compensation for interns
- Safety and harassment policies
- Termination guidelines
- Employee benefits and how they apply to interns (temporary employees)
- Working with minors
 - Youth labor laws and scheduling
 - Releases from parents (drug screens, background checks, emergency contacts, etc.)
 - If connected with school credit, completion of training agreement

**Consult with your attorney or legal team*

Moving Forward with Management Approval

- Big picture buy-in needed for success
- Compensation plan and budgeting
- Ownership and delegation of supervisors and mentors
- Set start date

Finding & Recruiting Interns

- Post the position and connect with K12 public partners for marketing
- Evaluate applicants based on specific skills, traits and characteristics
- Interview, select and hire

Create a Successful Program

- Provide meaningful work
- Foster strong mentoring relationships
- Utilize first interns to create an intern training manual (text, videos, infographics, etc.)
- Create opportunities for intern cohorts and networking
- Develop exit survey/evaluation for giving and receiving feedback

Design a College Internship Position



What does your organization hope to achieve?

Job Description: Will the intern work on a specific project or will the work cover a variety of projects/tasks? What specific duties will they assume?

What specific skills, talents and knowledge are you seeking in an intern?

Design a College Internship Position

continued



How long will the internship be? i.e., summer, school year semester, year long

Plan for onboarding and orientation. What other regular meetings and team networking will you expect the intern to participate in? What technology and workspace do you need to prepare for the internship?

Expectations for post-internship. Be clear from the beginning: full-time job, part-time job, no job available but maybe in the future.

Create a College Internship

Internships -
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Assessing Company Needs & Resources

- Meaningful work and types of projects
- Compensation structure
- Number of interns to host
- Duration of time and time of year
- Workspace and equipment accommodations

Working Through Legalities

- Minimum wage requirements
- Workers compensation for interns
- Safety and harassment policies
- Termination guidelines
- Employee benefits and how they apply to interns (temporary employees)

**Consult with your attorney or legal team*



Moving Forward with Management Approval

- Big picture buy-in needed for success
- Compensation plan and budgeting
- Ownership and delegation of supervisors and mentors
- Set start date

Finding & Recruiting Interns

- Determine appropriate college-based recruitment platform to market position(s)
- Post the position and connect with public partners for marketing
- Evaluate applicants based on specific skills, traits and characteristics
- Interview, select and hire

Finding & Recruiting Interns

- Modify existing onboarding process to allow for more intentional learning and integration of intern
- Provide meaningful work
- Foster strong mentoring relationships
- Create opportunities for intern cohorts and networking

Engaging With Adult Interns Checklist

Internships -
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Assessing Company Needs & Resources

- Determine whether there is enough meaningful work to sustain an internship.
- Determine what resources are needed to support an internship, and whether they are readily available. Can the company afford the intern's wages? Is there adequate work space and equipment? Which reasonable accommodations can be made?
- Determine the right time to hire an intern, the duration of the internship, and how many interns can be hosted at a time.

Working through Legalities - Setting up the Internship Successfully

- Create a job description that accurately reflects what the intern(s) will be responsible for.
- Complete a compensation plan and budget for it.
- Decide which qualities an intern should have before the internship, and which qualities the intern will learn in the role.

Determine:

- If the intern will be a W2 employee or a contract employee.
- The intern's starting wage - must be at or above minimum wage.
- The legalities of workers compensation for interns, and institute them.
- Safety and harassment policies, and make them readily available.
- Termination guidelines - write them clearly and make them readily available.
- Employee benefits and how they apply to interns (temporary employees).

Use fair hiring practices—consider consulting with your HR, legal team, or attorney.

- Can minors hold the internship?
 - Know youth labor laws and scheduling requirements
 - Determine if releases from parents will be necessary (drug screens, background checks, emergency contacts, etc.)
- Will this internship be displacing a regular worker?
- Get “buy-in” from management and front-line workers.
- Determine work-site mentors.
- Set start date.

Finding & Recruiting Interns

- Post the position and connect with public partners for marketing
- Evaluate applicants based on specific skills, traits and characteristics
- Interview, select and hire

Successful Internship Programs

- Provide meaningful work
- Foster strong mentoring relationships
- Utilize first interns to create an intern training manual (text, videos, infographics, etc.)
- Create opportunities for intern cohorts and networking

Registered Apprenticeship Checklist

Apprenticeships

Assessing Company Needs & Fit for an Apprenticeship Program

- Do we have a clear occupation in mind that we are developing an apprenticeship program for?
- Does that occupation generally take a year or more for someone to master the position?
- Does the occupation require both on-the-job training and theoretical/technical learning?
- Can the apprentice provide value to our organization, even if they are still learning the position?

Gathering Information to Inform Your RAP

- Do we have the budget for wages through this training program?
- Do we have staff who can serve as mentors?
- Do we have a clear list of tasks/competencies for the position?
- Do we have an outline of the theoretical/technical training needed for the position?
- Do we know of a training provider who can provide the training?
- Do we want to partner with an existing program (become an employer partner) or develop our own program (be the sponsor)?

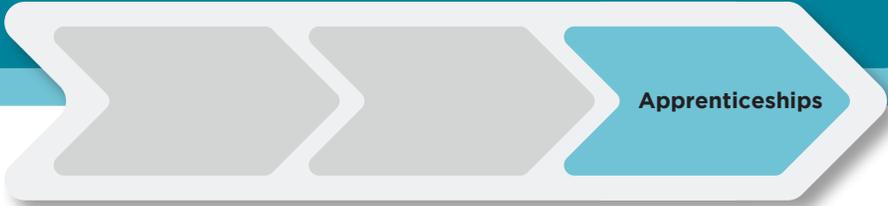
Things to Consider in Sustaining a Successful RAP

- Do we have good administrative/organizational capabilities to keep track of progress in the RAP and/or to record progress in RAPIDs
- Do we have strong mentoring/leadership to ensure mentors can bring apprentices successfully through the program
- Are we developing and maintaining a diverse and expanded talent pool to help weather workforce changes and trends? Are we open to these populations?
 - Current employees
 - New hires
 - Youth, both in-school youth (16-18) and young people post high school (18-24)
 - Transitioning Adults
 - Individuals with Disabilities
 - New Americans
 - Justice Involved Individuals
 - Under-represented groups in our industry

Support Available to Assist You

- [Qualified Apprenticeship Intermediaries for Industry](#)
- [Qualified Apprenticeship Intermediaries for Talent \(and Talent needs\)](#)

Registered Apprenticeship



Apprenticeships

Is a Registered Apprenticeship Program (RAP) the Right Tool for Our Business?

Does it generally take a year or more for someone new in a position to master that position?

Since the minimum number of “hands on” or on-the-job learning hours for a RAP is 2000 - or approximately 1 year of full time employment - positions that take less time to master might not be the best fit for a RAP.

Does the position require theoretical or technical knowledge along with on-the job training?

Positions that have some need for theoretical or technical training—like terminology, laws or regulations, certifications, techniques, etc.—together with on-the-job learning are great opportunities to utilize a RAP.

Are you finding the need to grow your own due to a lack of qualified applicants?

Registered Apprenticeship is a way for a business to grow the talent they need, especially if they find themselves looking for candidates with specific or niche skills OR are finding a hole in their workforce pipeline due to aging out.

Are you wanting to bring on youth, but labor laws are an issue?

The Fair Labor Standards Act (FLSA) provides limited exemptions to rules barring youth from several hazardous occupations if the workers are at least 16 years old and are enrolled in certain approved programs, including Registered Apprenticeships.

Do you already have a robust training program but are looking for funding opportunities to support your program?

Federal and State funding to support training programs are most often tied to RAPs due to the vetting of the program and the guarantee of a high quality, industry recognized training.



Tours/Shadow

Internships -
Youth, College
and Adult

Apprenticeships

To learn more about WBL alliance reach out to us or any of our partners for more information, resources and support.

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