



Sonoma Corps Internship Best Practices

The following was developed with input from Sonoma Corps employer partners and Santa Rosa Junior College

1. What is your vision and goal for supporting the next generation?
 - Set realistic goals and expectations
2. Create an application process
 - Use the same hiring process you use to hire employees
3. Job description
 - rotational vs single department
4. Develop an internship plan with the team
 - Share goals and expectations with key personnel to outline tasks and projects, specific desired outcomes, meetings to attend, staff members to spend time with, opportunities for learning and networking, etc.
 - Invite others' ideas
 - Incorporate feedback to improve plan
 - Communicate progress - tell the team who's starting and when
5. Identify the intern supervisor or mentor (this individual will ensure internship program runs smoothly and keep program focused on criteria and outcomes)
 - Someone who has experience related to job performed
 - Someone relatable – could be someone that has been an intern in the past
 - Mentor and supervisor can be two different people
 - Focus on intern development
 - Keep in touch with intern - A brief weekly one-on-one for the whole duration of internship
 - Share with intern what they'll get out of their time with you
 - Tools they will use, special tasks they'll complete, and technical skills they develop
 - Develop goals
 - Encourage intern growth, and offer guidance
 - Evaluate how business is benefiting from intern's contributions, adjust as necessary
 - Discuss with intern how they are contributing, strengths and areas needing growth
 - Provide an opportunity for the intern to give feedback about their internship experience
 - Offer recognition for achievements
6. Create well-organized and structured onboarding process
 - Complete paperwork and safety training during preboarding if possible
 - Outline day-to-day processes, digital tools and preferred method of communication, dress code, etc.
 - Orientation with supervisor and/or mentors who will work with intern
 - Set the tone - A brief daily one-to-one with the supervisor for the first week.
7. Company culture
 - Invite intern(s) to professional meetings to observe and participate, after work outings, holiday parties, and any other events that your employees regularly attend.
8. Offboarding processes
 - What questions will you ask to gather feedback on the overall program and the intern's experience?