

Employer Internship Action Sheet

This one-page action sheet is designed for employers who want to start or strengthen a Workforce Attraction Internship program, based on the Florida Chamber Foundation's Employer Guide.

1. Define Objectives

Clarify what you want interns to achieve and how the program will support long-term talent needs. Ask: What skills should interns learn? Which projects will provide value to both company and student?

2. Identify Roles & Structure

Use a needs assessment to determine where interns can add the most value. Provide clear job descriptions, set program duration (8–24 weeks), decide on compensation, and coordinate with schools if offering credit.

3. Recruit Interns

Partner with universities, technical colleges, and CareerSource. Post positions on Handshake, job boards, and your website. Attend career fairs and create an intern alumni referral program.

4. Onboard & Mentor

Welcome interns with orientation, training, and assigned mentors. Check in regularly, provide feedback, and recognize achievements. Strong mentorship ensures engagement and growth.

5. Evaluate & Convert

Conduct mid-term and final evaluations. Identify high-performing interns early and create pathways for them to transition into full-time roles. Build alumni networks to keep former interns connected.

Resources Available

The Florida Chamber Foundation offers templates including a Needs Assessment form, Internship Planning guide, and Sample Job Descriptions. Visit: <https://tinyurl.com/2w94rd7r> for details.