

STEPS FOR HIRING A SUMMER INTERN



DRAFT A JOB DESCRIPTION

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



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.



INTERVIEW QUALIFIED CANDIDATES

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



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).

**Sign up the intern for the
ASI® Summer Internship Program at
INTERNPROGRAMASI.COM**