



Employer Guide to Hosting an Intern

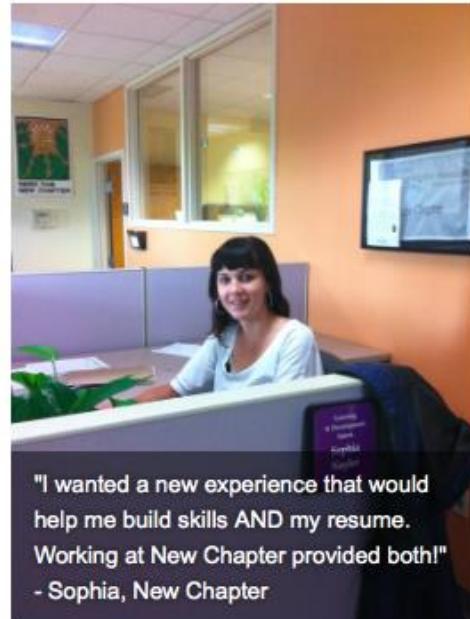
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Overview – BDCC Internship Program

The BDCC Internship Program connects currently enrolled college students and recent college graduates with Windham County companies through paid internship opportunities.

The program attracts students from across the County, the state, and the country to start their careers in Southern Vermont, providing work-based learning experiences to students, and qualified workers to the County's growing businesses and nonprofits. BDCC works directly with numerous institutions of higher education in Vermont, New Hampshire and Massachusetts to attract and recruit college students to opportunities in Windham County. BDCC's Internship Coordinator visits college campuses regularly to interact directly with college students and works each day to build relationships with career counselors, administrators and professors.



**"I wanted a new experience that would help me build skills AND my resume. Working at New Chapter provided both!"
- Sophia, New Chapter**

Internships are a critical part of BDCC & SeVEDS efforts to increase the size and quality of the workforce. We believe strongly in the value of internships for all parties involved. Our vision is to support area businesses in finding qualified, dedicated college interns. With these internships we look to enhance the workforce of Windham County and support businesses in their retention of people in their labor force.

The BDCC Internship Program offers: (1) a motivated, highly skilled applicant pool, (2) a rigorous program offering individualized support, (3) screening of candidates, reducing the hiring workload for the business organization, and (4) a local and regional model built on strong relationships between businesses, colleges and students.

26% of internships lead to full-time employment.

A Typical Internship

An internship is often times the ideal fit for an individual and employer. One of the significant advantages to hosting an intern is the opportunity to select and develop your future-talent. Many internships lead to permanent hires, and the relationships that employers build with institutions can create a “pipeline” for talent directly to their organization.

You will have the opportunity to evaluate and screen potential employees prior to make a full-time offer.

A typical internship:

- Includes developing intentional learning objectives and goals that are supervised by a professional with relevant related background in the field.
- Includes learning objectives, feedback, observations, reflection and evaluation.
- Typically lasts three months.
- May be part-time or full-time
- Balances the intern’s learning goals with the organization’s needs.
- Involves industry related and soft skill development.

An Internship is not:

- Free help.
- Meant to replace an employee.
- More than 20% busy work (filing, covering phones, and errands).

Questions to Answer Prior to Posting an Internship

Can you assign projects that will have a meaningful outcome for the intern?

Break a large project into smaller components?

Show the intern how to start and complete assigned tasks?

Deliberately seek opportunities for interns to learn?

Talk through successes and failures with the intern?

Who can provide good training and supervision for the intern?

How is the intern going to interact with other staff? (In-person, remotely etc.)

Can you commit to paying them? (The SeVEDS/BDCC program requires interns be paid.)

Do you have workspace and resources?

Do you have staff who can supervise the intern?

HR FAQs

Do I need to pay my intern?

Yes – you must pay your intern at least the minimum wage.

What is the minimum wage?

Vermont's minimum wage was of January 1, 2018 is \$10.50/hour.

Do I need to pay unemployment insurance for an intern?

Yes. Interns, unless enrolled in an accredited school and pursuing an internship for credit, are considered temporary employees.

What about Workers Compensation?

If you would pay Workers Compensation on your other temporary and/or part-time employees, then yes you will need to pay Workers Compensation for your intern.

What about benefits?

As part-time and/or temporary employees, interns are not subject to benefit or vacation packages.

What to Include in an Intern Job Description

- Explain the organization's goal, mission and history
- Position Title (this should summarize the purpose of the position)
- Start/End dates, hours
- Compensation
- Location & travel requirements (if any)
- Outline the intern's responsibilities and potential tasks/projects
 - Describe the skills that will be developed
- Describe the necessary qualifications
 - Skills (computer, analytical, design, communications, etc.)

- Education level (year, GPA, etc.) and Majors

The Intern Interview

Provide mission & philosophy of business/organization

Explain how intern fits into business/organization

Explain responsibilities and expectations of intern

Be as specific as possible about what the intern will do

Describe available training or other professional opportunities available to intern

Explain office hours, location, parking and dress codes, as appropriate

Explain compensation (include any benefits and perks)

Ask applicant about their interests and what they hope to get out of their internship



"My internship at The gathering Place has been a really valuable hands-on healthcare experience. I was able to learn from the nurses and other staff as well as have the freedom to lead my own activities. I found that the internship fit very nicely with my college coursework and will be a good experience to have on my graduate school applications and resume." -
Breanna, The Gathering Place

Once You Have Hired an Intern

Notify Casey Haynes, BDCC Talent Specialist. Please include the new hire's name and email address

Complete any required paperwork (academic paperwork, internal HR paperwork etc.)

Employee orientation and training (modify as necessary)

Provide overview of responsibilities and expectations, including priorities for first weeks

Schedule regular and focused contact time with Supervisor (i.e. 30 minutes/week)

Include opportunities to attend meetings and participate in group activities

Offer regular feedback, as well as a formal exit interview at the end of the internship

Questions/Comments Please Contact

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