



INTERNSHIP eTOOLKIT

JUST ADD TALENT

Online
Internship
Resource
Center



INTERNSHIP eTOOLKIT Q & A

What is Internship eToolkit?

An ever-expanding online library of resources to recruit, manage, train and retain future workers. It "makes internships easy" by saving time, labor and money, improving work productivity and enhancing skills development.

How Does it Differ from the DVD and Guidebook?

Our *Blueprint DVD* and *Internship Supervisor Guidebook* show how to hone best practices.

The eToolkit provides functional resources to manage a full-scale internship program. It is by far the most advanced and complete solution ever developed.

How Does it Work?

Employers have lifetime access to the Internship Knowledge Center with such tools as:

- Recruitment System
- Adaptable Templates
- Planning Checklists
- 100s of "Real Work" Ideas
- Project Worksheets
- Intern Task Guides
- Vital Questionnaires
- Legal Forms
- Program Evaluations
- Training Program

How is Internship eToolkit so far advanced; why use it instead of anything else?

Nothing comes close because our standards, experience, passion, and expertise are unique.



www.InternshipInstitute.org

TABLE OF CONTENTS

PRE-PROGRAM PLANNING

Overview

- Internship eToolkit Video Tutorial
- Essential Usage Recommendations
- Overview of Internships
- The Value of Interns*
- Program Planning Cycle*
- Cultivating Internship Program Success*
- Program Manager Job Description*
- Compensation and Legal Considerations

Recruitment

- Recruitment Calendar*
- Recruiting the Right Interns*
- Increasing Internship Appeal
- Career Services Intern Request Letter
- Sample Job Description
- Applicant Immediate Rejection
- Applicant Post-Screening Rejection

Screening & Hiring

- Evaluating Pre-Interview Applicants
- Questionnaire Invitation Letter
- Pre-Interview Screening Questionnaire
- Interview Invitation Letter
- Interviewing Interns Effectively*
- Interview Questions Response Form
- Applicant Evaluation Form
- Applicant Acceptance Letter

PROGRAM MANAGEMENT

Orientation

- Orientation Planning Checklist
- Orientation Planning Recommendations*
- Setting Performance Expectations*
- Addressing Interns' Concerns*
- Internship Commitment Pledge
- Intern Confidentiality Contract

Project Supervision

- Project Planning Checklist
- 51 Types of Real Work Interns Can Do*
- Intern Project Management Recommendations*
- Delegating to Students*
- Assignment Delegation Brief
- Work Assignment Tracking Timesheet
- Positive Mentoring Practices*
- Addressing Poor Performance*
- Employee Relations Practices
- Increasing Fun and Motivation*

Performance Measurement

- Performance Measurement Timeline
- Skills Intake Questionnaire
- Setting Meaningful Goals*
- Project Performance Evaluation
- Intern Evaluation by Manager
- Program Evaluation by Intern
- Letter of Recommendation

Skill Development Training

- Structuring a Training Program*
- Improving Organization Skills
- Managing Time Effectively
- Market Research 101
- The PC's of Telephone Skills
- Sharpening Business Writing Skills
- Developing Presentation Skills
- Perfecting Listening Skills
- Proper Business Etiquette

PRODUCTIVE WORK EXPERIENCE

- Putting Resourcefulness into Action
- Researching Industry Opportunities
- Conducting Industry Research
- Uncovering Marketing Opportunities
- Planning Events
- Event Planning Checklist
- Conducting Sales Calls
- Garnering News Coverage
- Writing News Releases
- Developing a Media Kit
- Creative Writing Tips
- Better Brainstorming
- Strategic Planning Tips
- Powerpoint Practices & Pitfalls
- Promoting Webinars
- Creating Blogs
- MORE ON THE WAY



unlimited edition

The Knowledge Center also Features Career-Specific Work Projects in 21 Industries (and counting)

* Resources also provided in *Internship Supervisor Guidebook*

© 2008 The Internship Institute