



# The Value of Intern Toolkit

www.InternshipInstitute.org

The Internship Institute's Intern Toolkit™ is the first complete system to help businesses achieve the greatest returns from an internship program. Beyond the many advantages of having college interns is the value of Intern Toolkit itself. The proprietary system provides users with step-by-step guidance about best practices in program management with even more advanced resources available online in The Internship Institute Knowledge Center.

What sets Intern Toolkit apart is its compilation of practical insights and tools, which are *sourced from businesses for businesses*. These include a comprehensive set of adaptable templates to save valuable time, a 10-part training curriculum to make interns more capable, and a project management methodology specifically designed to work with students. The chart below profiles the value of just one tool from each of Intern Toolkit's seven modules.

TOOLKIT MODULE	FEATURED TOOL	VALUE OF TOOL
<b>MODULE 1: Program Planning Tools</b>	<i>Compensation and Legal Considerations</i>	<b>Direction/Liability Protection</b> Make the right decisions by relying on credible information.
<b>MODULE 2: Recruiting Tools</b>	<i>How to Recruit the Right Intern</i>	<b>Time/Money/Talent</b> Reduce recruiting time, costs and mistakes. Attract the best students before they graduate.
<b>MODULE 3: Screening &amp; Hiring Tools</b>	<i>Pre-Interview Questionnaire</i>	<b>Time/Quality</b> Learn more than students' résumés provide to pre-qualify applicants as interview-worthy.
<b>MODULE 4: Orientation Tools</b>	<i>Orientation Planning Checklist</i>	<b>Efficiency/Effectiveness</b> Get interns off to the right start with easy planning that promotes program success.
<b>MODULE 5: Work Management Tools</b>	<i>51 Types of Real Work Interns Can Do...</i>	<b>Value/Productivity</b> Fully utilize students' capabilities to achieve valuable hands-on work and maximize program ROI.
<b>MODULE 6: Performance Tools</b>	<i>Skills Intake Questionnaire</i>	<b>Accountability/Synergy</b> Match the right students to the right projects. Set measurable goals to benchmark performance expectations and training needs.
<b>MODULE 7: Skills Development Tools</b>	<i>How to Uncover Industry Knowledge</i>	<b>Time/Equity</b> Keep a finger on the pulse of industry news and reveal opportunities to pursue.

