

THE Supervisor Checklist

STEPHEN F. AUSTIN STATE UNIVERSITY • CAREER SERVICES

Step 1: Set Goals!

- _____ Assemble key management within your organization to determine internship program goals
- _____ Be in regular contact with your Human Resources department throughout the entire internship process for policies or procedures specific to your organization

Step 2: Develop a plan for your internship program (and put it in writing)! Ask yourself these questions:

- _____ What will the intern do?
- _____ What academic background and experience will we require of the intern?
- _____ Will this be a paid internship?
- _____ Who will have primary responsibility for the intern?
- _____ How will we assess their performance?
- _____ Where will we physically put the intern?
- _____ What resources or training will we need to supply the intern?
- _____ Do we want to plan a program beyond the work given to our intern(s)?
- _____ Draft an internship position description (The answers to the above questions will serve as your framework for the position description)

Step 3: Recruit your intern @ SFA.

- _____ Post your internship opportunity with SFA Career Services through [Jobs4Jacks](#)
- _____ *In addition to posting on Jobs4Jacks, consider other ways to market your internship:*
- _____ Attend SFA's semesterly Career Expo
- _____ Advertise your internship with relevant academic departments
- _____ Place an advertisement of your internship in SFA's newspaper, *The PineLog*
- _____ Promote your internship with relevant SFA student organizations
- _____ Use social media (Facebook, Twitter, LinkedIn) to market your internship
- _____ Contact SFA Career Services to set up an Information Table in the Baker Pattillo Student Center

Step 4: Narrow your intern search.

- _____ Narrow candidate pool by ruling out which applications/resumes do not match the skills, qualifications and experience as outlined in your internship position description
- _____ Give a second review to those application/resumes that do meet the requirements of the internship and determine the top 3 - 5 candidates to which you'd like to extend interviews
- _____ Call candidates to schedule an interview; provide them with any necessary instruction or information, directions, parking instructions, interview itinerary, presentation request, etc.
- _____ Thoughtfully prepare a standard list of questions that you will ask all candidates during the interview

Step 5: Interview candidates.

- _____ Provide a comfortable environment for the interview to help avoid any interview jitters
- _____ Take notes during the interview on your list of pre-determined interview questions
- _____ Pay attention to nonverbal cues
- _____ Keep your questions fair and legal
- _____ Leave time for the candidate to ask questions
- _____ Inform the candidate of the next step in the interview process
- _____ Evaluate performance of all candidates and select most qualified for the intern position

Step 6: Orient your intern.

- _____ Welcome intern to organization; make introductions to employees
- _____ Provide the big picture of the organization (mission, vision, organizational structure, goals,

priorities, etc.)

- _____ Meet with the intern to establish their learning goals
- _____ Define the intern's responsibilities and immediate supervisor
- _____ Outline organizational policies, procedures and expectations
- _____ Monitor the intern's adjustment

Step 7: Supervise and evaluate your intern.

- _____ Make yourself available!
- _____ Schedule regular, frequent meetings in which you provide honest and helpful feedback
- _____ Encourage your intern to ask questions
- _____ Keep your intern busy and directed towards their learning objectives
- _____ Show how their work is contributing to the organization
- _____ Provide opportunities for increased responsibility
- _____ Discuss areas needing growth and development
- _____ Recognize their successes!
- _____ Maintain necessary contact with the intern's Faculty Advisor (phone calls, emails, on-site visits)
- _____ Complete a formal, written evaluation of the intern at the conclusion of the internship
- _____ Conduct a closing meeting with the intern in which you provide final feedback

Step 8: Wrapping up the internship.

- _____ Notify co-workers of your intern's last day in the office
- _____ Throw your intern a farewell party
- _____ Encourage your intern to keep a portfolio of their work
- _____ Request the intern conduct a written evaluation of their internship experience with your organization
- _____ Determine ways in which you can enhance your organization's internship experience
- _____ Make necessary changes to your internship program
- _____ Get ready to do it all again!