

Internship Onboarding Guide for Employers

WE KNOW THAT PRODUCING QUALITY INTERNSHIPS requires intentional planning and strategic implementation from internship supervisors. Taking the time to do so increases engagement, learning, and leads to a more productive experience for both your intern and your organization. We have compiled this information to help you as you prepare to host an Evans intern at your organization.

What you can expect from an Evans School student:

- Evans School students respond well to **clear expectations** and **objectives** as they determine how best to approach a project.
- Your student **may request one-on-one meetings**, mid-internship check-in, and final review, in order to ensure they are on track to meet objectives.
- **Interns are encouraged to ask questions** when they do not understand, and ask for more work or go beyond the baseline expectations of the projects given additional capacity.

Consider how you can support growth and development:

- In order to be successful, what project **goals, deliverables**, and **timeline** should the intern know of?
- Where can the intern go for **support or questions** on the project? Can you provide resources for their learning?
- What level of **guidance or mentorship** are you able to provide?
- Is there someone on your team who can serve as a **professional mentor** for the duration of the internship?

Ideas for enhancing student experience:

- **Consider connecting your intern to other colleagues or professionals in your network.** Would you be able to generate a list, or set up some meetings for your intern?
- Can the intern to present their work to others in your organization, or represent the organization at external meetings or conferences?
- Stay connected with your intern through LinkedIn or other means both during and after the internship.

Stay Engaged with the Evans School!

Please let Evans School Career Development know if we can be of assistance! Is there **feedback** you would like to provide the Evans School regarding the internship process?

- Have a **large scale project coming up**? Consider if your organization could benefit from engaging a consultant team: <https://evans.uw.edu/hire/engage-team-evans-school-student-consultants>
- **Hire another intern next year!** Want to change up your internship or process? Schedule a time to talk with the Career Development team about your evolving needs.

Contact Career Development (evansjob@uw.edu or 206.221.7698) with any questions or feedback!

THANK YOU

Students in this program seek graduate-level internships to **explore various organizations** and agencies contributing to work in public service, as well as **apply the skills** they have been learning through their Master of Public Administration coursework. Internships are deeply impactful as our students use them to build not only their skills, but also enhance their network and explore career interests and goals.

Thank you for supporting our students! We hope this experiential learning opportunity with your organization will allow students to put their skills into practice, as well as leave a positive impact on your work! We also hope this resource for internship supervisors is helpful to you in the process.