

Internship Readiness Assessment

Projects

1. Are there projects that the company would like to complete but are unassigned or not a quarterly priority for current employees?
 - a. Would these projects provide a challenging learning experience for students?
2. Would current employees benefit from an additional team member to complete important projects?

Resources

1. Do we have **time** to support an intern? (Supervisor/Mentor)
 - a. Are there employees that could benefit from additional management experience?
2. Do we have the **physical resources** to support an intern? (workspace, appropriate supplies, computer equipment, safety items, tools, etc. to complete tasks)
3. Do we have the capacity to **financially** compensate an intern? (hourly pay, stipend or mileage reimbursement)
 - a. *Note: It is possible to provide unpaid internship experiences (refer to the [FLSA Fact Sheet #71: Internship Programs](#)). However, paid internships come with advantageous outcomes for interns and employers ([NACE](#)).*

Talent Goals

1. Do we need to impact key areas of our talent strategy? (e.g., retention, DEIA, engagement)
2. Are there skills we seek that are harder to find in candidates? Are we willing to teach them?

If the answer to one or more of these questions is “yes,” then your organization may be ready to take advantage of the benefits of an internship program.