

# FAQ: How to Develop an Internship Program



## Why should we start an internship program?

Internships bring fresh talent, new perspectives, and potential future employees. They also boost your company's brand among students and educational institutions.

## What are the key components of a successful internship program?

### Clear goals & objectives.

Define what interns should learn and contribute.

### Meaningful work.

Assign tasks that develop real skills and add value.

### Mentorship & supervision.

Provide regular guidance and feedback.

### Evaluation & feedback.

Set checkpoints to assess progress and gather feedback.

## How do we design intern roles and responsibilities?

Identify specific projects or tasks aligned with your business needs. Ensure roles are challenging yet appropriate for the interns' skill levels and offer learning opportunities.

## What legal and HR considerations should we keep in mind?

### Compensation

Decide between paid or unpaid internships (check labor laws). Some internships will allow for academic credit.

### Compliance

Ensure you meet legal standards (e.g., Fair Labor Standards Act).

### Onboarding

Provide necessary training and clarify policies/procedures.

## How do we recruit qualified interns?

- Partner with local schools, colleges, and career centers.
- Post on job boards and your company's website or on InternPalmBeach.com
- Attend career fairs and leverage social media.

## What's the best way to onboard and train interns? Prepare an orientation that covers:

- Company culture and mission.
- Tools and resources.
- Expectations and schedules.
- Pair interns with a mentor or buddy to ease their transition.

## How do we evaluate the success of the internship program?

Collect feedback from interns and their supervisors. Assess skill development, project outcomes, and overall intern satisfaction. Use this information to refine the program.

## Should we offer full-time opportunities to interns?

Whenever possible, yes. High-performing interns are great candidates for future hires because they are already familiar with your operations and culture.