

Internship Program Employer Checklist

To consider before posting an internship position:

Confirm your ability to offer internships in a professional setting, and to provide training and supervision.

Develop a clear project description. The position will also be reviewed by the Career Center in coordination with related academic departments to determine if it merits academic credit and to promote the opportunity to their students.

If you would like assistance developing your internship description, posting your opportunity, or exploring additional ways to recruit TU students, please contact the Career Center (see contact info below).

As students apply to your opportunity, proceed with your organization's internal recruitment processes.

Contact the Career Center if you would like to conduct campus interviews.

Once hired:

[Report your TU hires](#)

1. Orient the intern to the 5 the — Help the intern develop and achieve learning goals for the internship experience.
2. Offer feedback to the intern regularly (note: students receiving credit may require formal feedback and evaluations from the internship supervisor).

Career
Center