

Find your future leaders in the fall!

Intern
Timeline

Summer into Early Fall

Late Fall Through Late Spring

1st Day of Summer Internship

Attracting Interns

Where are they? Who are they? Why do they want to work with you?

QUESTIONS TO ASK

What are the needs of your business? Right now and long term?
Do you know of a large project that you need extra help on?
Is there a college near you with an MCAA chapter that you can target?

WHAT TO DO

- Sign up for Career Fairs and/or list your internship(s) on job boards.
- Create recruitment team to attend fairs.
- Set up interview & follow-up with competitive offers
 - measure your time in days, not months.
- Consider wages, benefits and relocation assistance.



They are hired! Now what?

How can you set them up for success with your company before they show up?

QUESTIONS TO ASK

What area of the business will your intern be working in?
Do you have multiple interns at different offices/job sites?
What do you want them to know before they start?

WHAT TO DO

- Send a "Welcome to Our Company" email or letter explaining your company culture, introducing managers and other employees, and general info about mechanical contracting/systems/vocabulary.
- Invite interns to your holiday party or summer picnic (if applicable).
- Set up an internship calendar and send it close to their start date
 - consider job walks, team building events, volunteer opportunities, etc.
- Create an on-boarding plan. What do their first 30/60/90 days look like?



Day 1 of the Internship

How do you get everyone off on the right foot from the start?

QUESTIONS TO ASK

Do you have specific tasks that need to be completed by interns?
- paperwork for HR, set up technology accounts, safety training, etc.
What do you want to show them Day 1?

WHAT TO DO

- Set up IT/computers/accounts, badging and work stations for interns.
- Set up conference room/space for Orientation Day.
- Set up breakfast & lunch accommodations.
- Set up speakers - CEO? President? Safety Director? Human Resources? IT? New hires that would be good contacts?
- Put together an Orientation outline with timing.
- Announce to your company when they will start & celebrate Day 1!
- If you need content for Day 1, check in with your local association or refer to the local association Orientation Guide.

