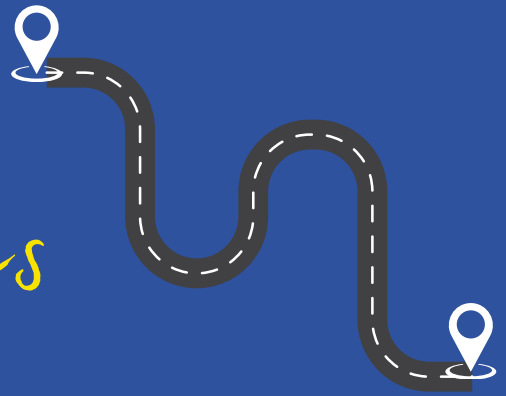




Internship Roadmap *for Businesses*



maternstaffing.com | 540-604-5000

✓ Planning

- Understand the need (job requirements, skills, pay, timeframe)
- Determine business goals and guidelines
- Select a mentor
- Create the job description (remote vs on-site, paid vs unpaid, responsibilities)
- Determine grant opportunities (e.g., V-TOP --> <https://viriniatop.org/>)
- Market the job (job boards including Handshake, social media, internship fairs, local colleges, networking)
- Conduct a working interview
- Compile feedback from your staff

✓ Execution

- Provide daily support through training
- Set expectations at the beginning
- Provide meaningful work
- Encourage learning and growth
- Provide feedback regularly (30/60/90-day evaluation)
- Conduct exit interview to learn about potential improvements
- Get testimonials to support future internships

NOTES:



Matern Staffing has over 55 years' experience connecting job seekers to top local companies. Contact us today!

