

# Host Site 101 Guide

## How to Host a Successful Internship

Welcome and congratulations for joining an incredible team of local companies involved in the McMinnville WORKS Internship Program! The goal of the program is to provide young professionals with first hand work experience and companies with talented employees to complete project based work. Your participation will provide valuable skills and training to help the interns attain their career goals and support your company by getting work accomplished!

### Let's Get Started:

*Connect with us!* We will promote your business and internship engagement throughout the program.

- Subscribe to our [newsletter](#).
- Check out our [Event Calendar](#)
- Follow and like us on our socials:
  - Find MEDP on [Facebook](#), [Instagram](#), [LinkedIn](#).
  - Find our [McMinnville WORKS](#) program on [Facebook](#) and [LinkedIn Group](#).

If you have any questions throughout the program, contact:

Heather Hadley Blank, Deputy Director, MEDP

971.241.8777 | [heather@mcminnvillebusiness.com](mailto:heather@mcminnvillebusiness.com)

MEDP will also have an intern overseeing the Winter Launch and Summer Programming and will provide their contact information at that time.

## REQUIREMENTS

1. Internships must be project based.
2. Interns must be hired by the companies.
3. Interns must be paid.
4. Interns must attend weekly Professional Development Workshops that are organized by MEDP. These are **paid hours** for the intern. Host sites are encouraged to host at least one of these professional development/tour sessions.

## HIRING PROCESS

### Timeline:

<b>January</b>	Applications open
<b>March</b>	Application closes
<b>March</b>	MEDP distributes applicant packets to host sites for interviewing
<b>March-April</b>	Interns are interviewed and hired by host companies
<b>May</b>	All interns hired by host companies - <a href="#">Host Hiring Form</a> completed
<b>June (mid)*</b>	Internship Program Begins
<b>August (mid)*</b>	Internship Program Ends

*\*Hired Start & End Dates May Vary by Host Site and Intern.*

MEDP staff processes, sorts original applications and narrows the pool for the general internships. We will eliminate any candidate who does not meet the basic requirements for the internship. MEDP will then provide each company with a packet of candidates for review. In 2021 we moved to a Google Drive Folder for each Host Site. Within the folder, you will find the candidates' contact information and an optional video link if they chose to include one. Resumes and cover letters are also linked in your Folder. Remember, **you are hiring the intern**; MEDP manages the overall program (i.e., communication and outreach, application process, Professional Development Workshop arrangements, marketing, etc.).

Once you receive your email with your Google Folder link of eligible interns, it is now your responsibility to:

- 1) **Review the applicant pool and schedule interviews** with your preferred candidates. Interviews should take place March-April, with the final hiring deadline of no later than May 1.
  - Applicants are likely in multiple host folders. The faster you hire your intern, the more likely you are to get your first choice.
  - As the Host Site, you have the final say when the intern starts and ends their internship. You are more than welcome to have them start early or finish their internship far after the summer program ends.
  - After you select your top prospects, EMAIL them as such and include reference to:
    - i. The McMinnville WORKS program as they may have applied to multiple opportunities
    - ii. Attach a full job description and range of potential pay based on experience.This will confirm if your top prospects are still available and interested in scheduling an interview.
  - **WORKS Applicants** are able to add an optional supplemental video. If one was provided you will find the link on your Host Folder. You will also find links to their cover letters and resumes.
  
- 2) **Conduct the Interview:** Introduce yourself and your company as the candidates may have applied to multiple internship positions, they will likely need a reminder about the McMinnville WORKS Internship Program and your specific internship position/s.
  - Applicants applied to the McMinnville WORKS Internship Programs and may be unsure which companies they have been sent to. Position opportunities were posted to the application, website and via social media with your provided [short job description](#).
    - i. We recommend emailing them your [full job description \(example\)](#) when you reach out to them for interviews and identify the McMinnville WORKS program at the same time.
  - In addition, try crafting your interview questions to be general rather than work specific as many candidates have little to no previous work experience, such as:
    - i. What are you studying and why?
    - ii. Explain a challenge you have had to overcome and how you did it?
    - iii. Can you share an example in which you had to manage multiple projects at once or worked with a team?
  
- 3) After your formal interviews, please feel free to **make an offer to the intern**.
  - Once confirmed, contact the applicants on your list who have not received an offer to let them know that the position has been filled at your company. They could still be hired by another host site!

- 4) MEDP has included an electronic confidential [Hiring Form](#) - please fill out the form as soon as possible. Once all the companies have hired their interns, MEDP will contact the entire applicant pool notifying them that the program is full.
- 5) **It is preferred that ALL interns are hired before May 1 or sooner.** This timing supports MEDP's efforts to communicate and coordinate details for the Summer Program to the cohort. It also allows applicants the chance to consider other opportunities for summer employment elsewhere.

## ONBOARDING YOUR INTERN

For some interns, this could be their first exposure to a professional environment which can be exciting and nerve-wracking for you and the intern! Below we've provided a few tips and tricks to create a successful transition into the workplace.

**Orientation:** The first day will set the tone for the rest of the internship so spend some time welcoming your intern and introducing them to your company.

In the orientation process, we recommend that you:

- Prepare a workstation if applicable for the position. (including desk, chair, computer, phone, etc.) If remote work is a possibility, go over expectations.
- Assign one mentor to oversee the intern and their projects.
- Tour the facilities and show them the incredible products/services your company provides.
- Provide a copy of your company's handbook, employee newsletters, and share links to your Facebook page, LinkedIn, website, and blogs and invite them to follow!
- Introduce them to various employees from different departments.
- Have an orientation meeting in order to establish expectations, project timelines, work plans, and answer/ask any questions.
- Treat your intern like an employee - give them documents, timelines, and responsibilities.

## WEEKLY PROFESSIONAL DEVELOPMENT WORKSHOPS

The professional development workshops are hosted every Wednesday morning for two-four hours starting the 3rd Wednesday in June through the Culmination Event held on the second Friday in August. **All WORKS interns are required to attend these sessions.** These sessions are intended to give the interns valuable training and skills to navigate the workplace, as well as develop a strong network within the intern cohort. MEDP will coordinate the sessions by recruiting McMinnville WORKS Host Sites and outside companies and community leaders to present on specific topics. Guest speakers have complete control over their presentation format. While snacks and games are not required for the sessions, it increases intern engagement. Past topics include:

Topic	Host
Marketing Yourself	MEDP
Workplace Expectations	Freelin Wade Co.
Civic Participation	Yamhill County Clerk
Credit, Debit, Finance	First Federal, Headwater Investment Consulting
Community Volunteer Project	YCAP, Swedemom Center of Giving
Entrepreneurship	TTR, Launch Mid-Valley
Work - Life Balance	Linfield University
Job Search Techniques/ LinkedIn	Express Employment Professionals
Diversity, Equity & Inclusion	Unidos, State of Oregon Affirmative Action
Project Management	Deven Paolo, Solid Form

Hosts are encouraged to participate by either hosting a workshop at your place of business and by joining your intern/s at the McMinnville WORKS hosted Chamber Greeters event and in the Culmination Celebration held in August. Calendar dates will be sent once the summer program is booked.

## CREATING SUCCESS

Internships are about gaining experience, learning, and networking. But how can you accomplish all of those things?! A few simple tips can foster a successful internship:

**Do: Be available**

Be there for your intern! If time allows, try to have weekly meetings with your intern to establish completion dates, weekly goals, or provide feedback.

**Don't: Wait to provide feedback till the end**

Interns LOVE receiving feedback so check in with them frequently about their progress.

**Do: Change it Up!**

If applicable, assign the intern a few tasks outside of their main project. These can be worked on when the intern is waiting (for approval, clarification, etc.) on a current task.

**Don't: Assign the project all at once**

A massive project can seem daunting so try breaking the project down into smaller and more manageable tasks.

**Do: Treat your intern like a full time employee**

Interns are people too! Make the intern feel like a part of the team. This can be as simple as inviting them to staff meetings, company parties and picnics, etc.

**Do: HAVE FUN!**

No description necessary.

## NEED A LITTLE HELP?

MEDP has a library of resources for your review. We have examples of job descriptions, hiring documents, work plans, and etc. Contact us at [info@mcminnvillebusiness.com](mailto:info@mcminnvillebusiness.com) | 503.474.6814 for more information.