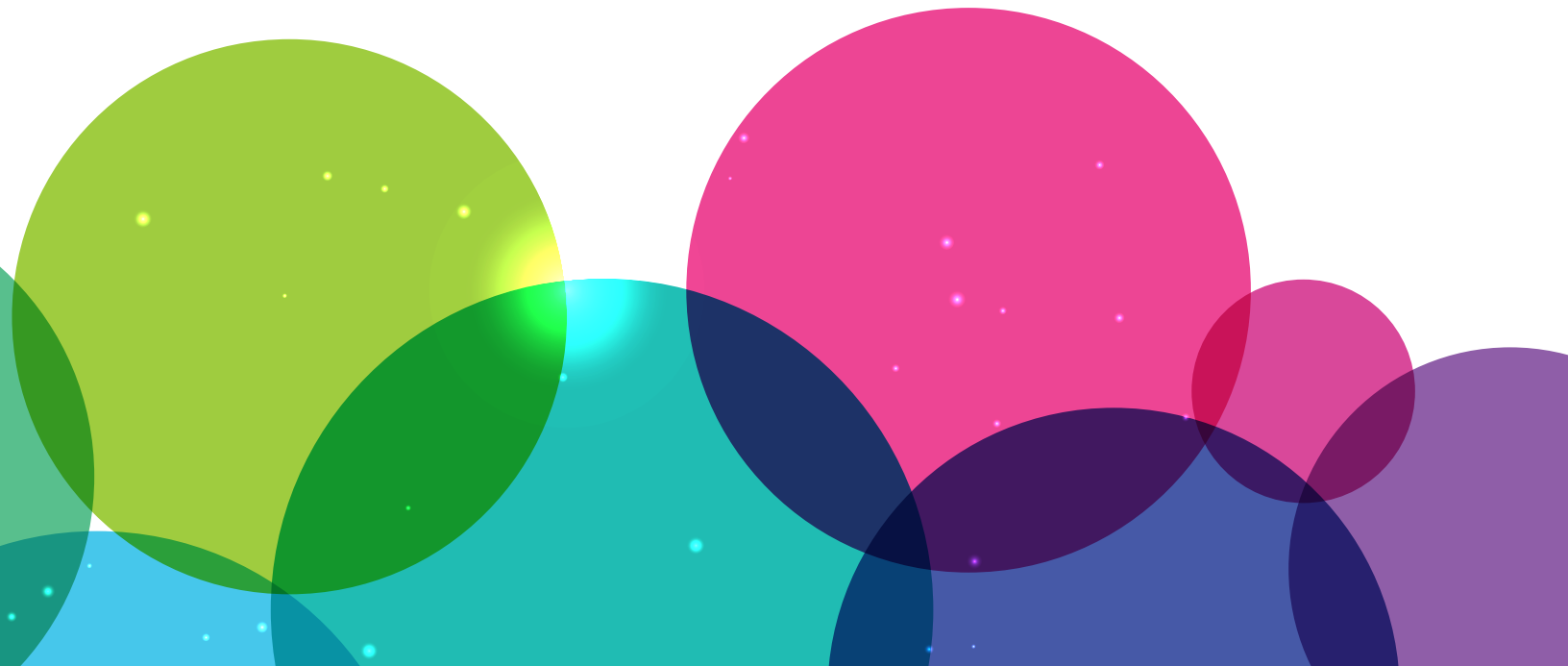


ROOFING IS...

Experience

NWIR
National Women in Roofing

**Guide to Hiring
Summer Interns**



Guide to Hiring Summer Interns

STEPS TO HIRE SUMMER INTERNS

1

Determine whether you need a summer intern or employee

- A **summer internship** offers a student or young professional a variety of experiences and allows an individual to learn more about working in a particular field. At the same time, an internship allows an individual to develop his or her capabilities. A coach or leader should be assigned for every role the intern performs to ensure consistent and on-going feedback. The goal of an internship is to provide a realistic workplace and that allows an employer to assess an individual's aptitude and skill for a future full-time position.
- A **summer job** pertains to a specific role in which an individual performs a set tasks for a specific time (e.g., May through September). These tasks can be repetitive, and supervision is critical during initial training. The goal is to fill a staffing need with a student while they are off from school during the summer months. Although the student could be considered for a full-time role in the future, grooming the individual for such a position is not the intent of a summer job.

2

Define the work to be performed, the skills to be gained, and an employee to supervise the intern.

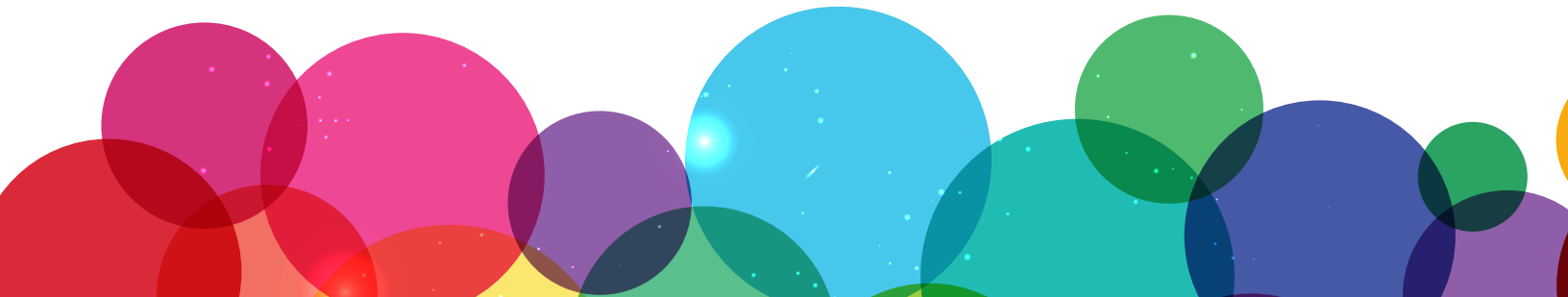
- Allocate considerable time to teaching and managing.
- Identify someone to direct and supervise the intern.
- Provide opportunities for the intern to gain experience in a variety of roles within the workplace.
- Provide the intern with a formal job description, just as you would for any employee.
- Create clear guidelines that explain objectives to be met and how the intern's performance will be measured.
- Provide periodic feedback and coaching through the duration of the internship. Remember: internships provide an opportunity for students and young professionals to develop their skills. There will be a learning curve.

3

Connect with local colleges and trade schools to identify potential interns

- Select local colleges with:
 - Strong programs in disciplines where students learn the skills you are looking for.
 - Reasonable commutes to and from the workplace and, if available, easy access to public transportation.
 - A diverse student body.
- Contact and build relationships with the professors and instructors in relevant disciplines (e.g., Construction Management, Industrial Distribution, Operations Management, Supply Chain Management, Business, and so on) and ask them to recommend students who might be interested in an internship.
- Reach out to college or university Career Centers, especially if they serve students in relevant disciplines
- Build your brand reputation on campus by speaking to classes, having a presence on campus for community events, sponsorships, etc.

Tip: Consider posting your internship opportunity or job for free on Handshake, a site specifically for college students looking for jobs



- 4 **Conduct phone interviews to narrow your candidate pool to a select few.** Then, meet for coffee. Be sure to note if they arrive on time, communicate effectively, are personable, etc.
- 5 **Offer a “Shadow” or “Trial” Day** that offers a glimpse of what the work and work environment are like. Also, let candidates experience the commute to make sure it will work for both of you.
- 6 **Agree on a schedule** and adhere to it so both parties know what to expect.
- 7 **Provide a space for them to work,** ideally with tools provided by the company.
- 8 **Discuss and agree upon the particulars of the position** (e.g., benefits, compensation, requirements, and so on) so each party is aware of their rights and responsibilities.



INTERNS: BENEFITS, CHALLENGES & PERKS

Benefits of Having an Intern

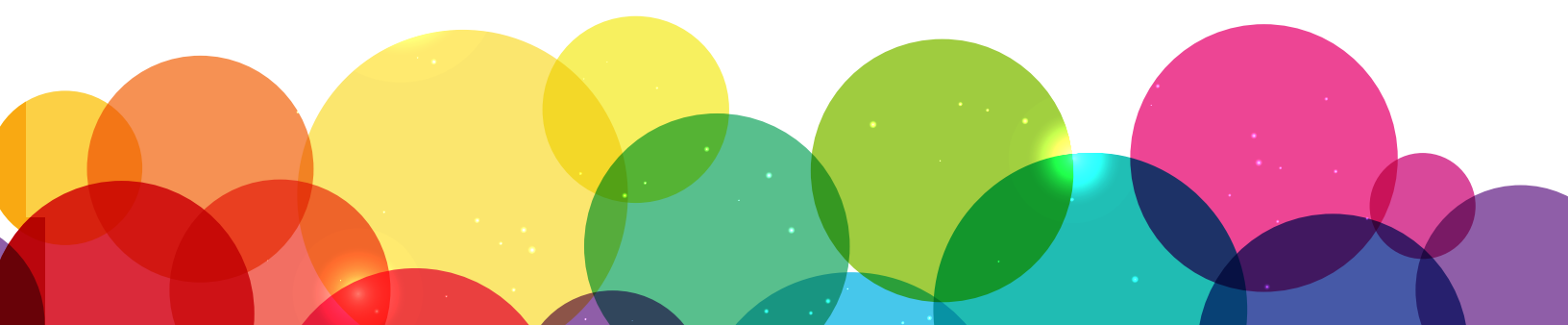
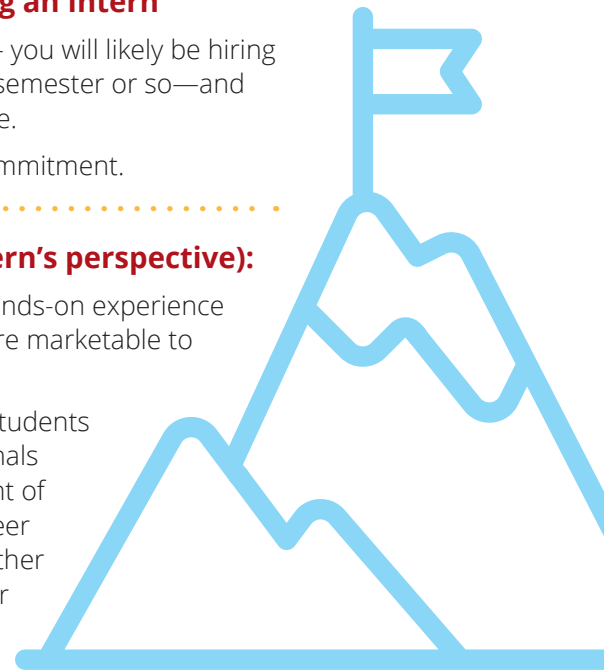
- ✓ Can help your company get started on long-term, growth-oriented projects
- ✓ Can force your company to get specific on the scope of the project and determine how an outside person may be of benefit
- ✓ Can identify all the information your company needs to share with new hires
- ✓ Can define the length and responsibilities of an internship to help everyone stay on task.
- ✓ Can infuse fresh, young energy into your workplace.
- ✓ Can provide the satisfaction of knowing you are giving back by helping young professionals develop experience and skill

Challenges of Having an Intern

- ✓ Interns are sporadic-- you will likely be hiring someone new every semester or so—and they can be unreliable.
- ✓ Interns are a time commitment.

Perks (from the intern’s perspective):

- ✓ Interns get a lot of hands-on experience that makes them more marketable to future employers
- ✓ Internships provide students and young professionals an honest assessment of what a particular career path entails and whether it is a good fit for their abilities, skills, and talents.





ADDITIONAL TIPS:

- ✓ Look for interns agreeable to performing tasks other than those specifically stated in the job description.
- ✓ Seek interns who want to learn and avoid those who think they know it all.
- ✓ Set expectations, even on details like timeliness, dress code, and rules of engagement.
- ✓ Get emergency contact numbers for your interns (in case you need to contact their parents or a guardian during a medical emergency).
- ✓ Offer employment to great interns when they graduate and ask if they can recommend anyone who might want an internship.

INTERNSHIP SUCCESS STORY

Coffee Conversations - Recruiting the Next Generation

Coffee Conversations dives into recruiting the next generation with Christee Holbrook, president and owner of Graham Roofing, and Jazmine Melton, Graham Roofing intern and the first African American female graduate from the Mississippi State University's (MSU) Building Construction and Science (BCS) program.

Christee and Jazmine will talk about the importance of creating opportunities for women and minorities in roofing and the benefits of working with vocational schools and university level construction management programs to recruit tomorrow's talent.

 [Watch the webinar, or listen to the podcast!](#)

