On-campus Internship Checklist:

- Identify internship opportunities in your department

- Develop internship “job description”

- Post position on Handshake job posting system for students
  CareerNetwork.msu.edu/services-locations/handshake/handshake-employer-info.html OR msu.joinHandshake.com

- Interview students/hire intern

- Register intern on EBS HR Payroll System (both Paid and Unpaid)
  Here’s information about hiring students, including interns:
  www.hr.msu.edu/ua/hiring/student-employees/index.html

- Meet with intern to complete the Internships@State Learning Agreement
  (sent from I@S team via email once intern is registered in EBS system)

- Provide orientation and training for intern

- Conduct regularly scheduled supervision meetings

- Complete mid- and final of internship evaluations
  (supplied via email by the Internships@State team)

- Provide letter of recommendation (or post a recommendation LinkedIn)
  Information from MSU HR regarding employment references can be found here:
  www.hr.msu.edu/news_feeds/Reference-Checks.htm

- Review any future changes that may need to be made to the internship

- Repeat process for your next student intern!

Questions? Contact Bill Morgan at morganw6@msu.edu