

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](https://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!