

EMPLOYER'S TOOL KIT FOR HIRING AN INTERN



I. How To Start When You Decide To Use An Intern

A. General Considerations –

- 1) Eligibility – Level of education (HS, College, Graduate School)
What year in school (Junior or Senior)
- 2) Description of Internship – can be task (e.g. financial analysis) or project oriented
(Wind Farm X permitting)
- 3) Time Frame and Hours –
Fall, Winter, Spring, Summer
Full time or 15-20 hours a week

B. Compensation – paid (hourly, stipend) or unpaid (remember students can often get academic credit)

II. Recruitment

A. There are several ways to find qualified interns that fit your needs and they are described below:

BUSINESS EDUCATION COMPACT

RNP is partnering with the Business Education Compact (BEC), a nonprofit organization committed to making it easy to hire an intern. <http://www.becpdx.org/> BEC is well suited for this role as it currently serves industries that utilize occupations in the science, technology, engineering and math fields (Intel, Port of Portland). It works with college and graduate-level students so that companies can find the best fit based on their size and workforce needs. Drawing on BEC's examples, RNP has initially developed a few job description templates and qualifications for internships in the wind industry. (See Attachments)

BEC will help companies refine or further identify specific internship opportunities (project or role based) based on an individual company's needs. BEC then reviews student applications and conducts the search for several qualified individuals for a particular company to interview. BEC also will serve as the employer of record for the intern and take care of all the paperwork necessary to solidify the arrangement, including any hourly wages offered for the internship. The participating company has to identify someone to serve as the intern's supervisor while the student is at work and to help evaluate the intern's progress on completing her/his assignment. RNP and BEC are also working to create a cohort of renewable energy interns to collectively educate about renewable energy policy.

SCHOOL INTERNSHIP COORDINATORS AND CAREER RESOURCE CENTERS

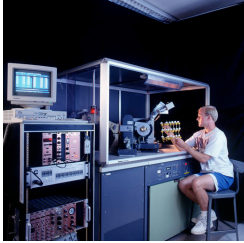
Find the School's Internship Coordinator

Most colleges and universities have at least one specific person who helps students find internships. In fact, more degree programs are requiring internships as part of the student's

graduation requirements today than ever before. Some campuses have more than one coordinator as they are specific to the specific degree program within the larger universities. These individuals keep a listing of employers looking for interns – they have a bulletin board – real or electronic that posts them for students to review.

EXAMPLE OF A REQUIRED INTERNSHIP DEGREE REQUIREMENT

MULTIPLE ENGINEERING COOPERATIVE PROGRAM (MECOP)



The Oregon Institute of Technology (including the Portland area campuses), Portland State and Oregon State University have internship programs as part of their Engineering Programs. One example is the MECOP - Multiple Engineering Cooperative Program. MECOP began in 1978 as a collaborative between universities and companies that hired engineering graduates. The goal is to bridge academic theory with industrial reality. <http://mecop.orst.edu> As part of this program, students are required to participate in two, six month internships as juniors and seniors. Students are interviewed, screened, and selected for a work-study program that provides industry with truly motivated and academically qualified employees—without the obligation to hire them permanently. During two, six-month internships, MECOP students can take some of the load off the companies' seasoned project developers that a full-time engineer may not have the time or the skills to perform. More than 90 percent of MECOP graduates go to work for companies in Oregon; 70 percent with MECOP companies. See http://mecop.orst.edu/Participating_Company.pdf

B. Ways to Post Recruitments

1) Posting Descriptions

- Company Career Page
- University/College Career Sites
- RNP Website
- Campus Internship Coordinators

2) Other Options

- Contacting Key Faculty on Particular Campuses
- Using RE/Organizational Internet Career Sites (e.g. AWEA, ASEA)

III. SELECTING A “GOOD” INTERN

A. REQUESTED APPLICATION INFORMATION

This process starts with making sure that you are asking the right questions. RNP has designed a sample application form that can be changed to suit your preferences. It asks for resume, prior work history, references, expected date of graduation, writing sample, letter of recommendation and school transcripts. Not all of these things are necessary but are worth considering.

ATTACHMENT -- RNP Sample Application -- Word Template

B. INTERVIEWS

It is important to screen the resumes and applications you receive and then see if the company's HR Manager can contact and interview them on the phone or in person. It is important to ask them what they want to get out of the internships and many have some learning objectives they have outlined so the internship coordinators can assist with this part as well. It is important to clearly describe how much supervision the intern will receive and what is expected of them in terms of performance.

GOOD LUCK!