

The Employer



**NORTHERN ARIZONA
UNIVERSITY**
The W. A. Franke College of Business

Guidelines for serving as an internship employer

An internship is an exciting opportunity for a university student and is a highly sought after experience. This is a chance for a student to be exposed to responsibilities related to their academic career and to a company's culture and operational philosophy. When interns return to campus they can be a company's greatest ambassador. The employer is expected to provide the student intern with an invaluable learning experience and an opportunity to observe the routine functions of occupations within the business industry. If a supervisor invests time with an intern, they can greatly improve the quality of the internship experience.

Interns should not be expected to be perfect from their first day. It is a valuable learning experience for an intern to work through difficult situations. It will help them build their confidence, develop their maturity, and improve their professionalism. Have reasonable expectations of the intern, but realize they come from different surroundings. Help students make the transition from the university environment to the world of work.

Student interns are successful college students. They possess strong analytical skills, they are experienced with technology, and they are familiar with academic theory. FCB students have chosen a major in business and an internship will help them determine the career path they want to pursue.

Internship program components

- The internship offered must be more than just an hourly position.
- Intern supervisors should be familiar with the internship program and committed to the time and involvement required to make it successful for the employer and the intern.
- It is recommended that interns rotate through various departments, positions, or areas. The intern can operate out of one department but be exposed to other related departments.
- Depending on the number of academic units in which the intern is enrolled, they may be required to conduct one or more informational interviews with a manager or managers to learn about their career path and their day-to-day job duties.
- The supervisor is required to complete a performance evaluation, discuss the evaluation with the intern, and return a copy of the evaluation to the FCB Internship Coordinator by the due date.
- Please prepare other employees and supervisor of the intern's participation and encourage their cooperation and support of the intern.
- Treat the intern as any other employee would be treated.
- In the event a student is not performing in accordance with the employer's accepted standards, and has been given all necessary opportunities for corrective action, the

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employer is not obligated to continue the intern's employment. Should this happen, please notify the Internship Coordinator immediately.

Suggestions for things to avoid *(based on student feedback):*

- Sending an intern to a department that does not support or understand the internship program.
- Assuming that the intern is comfortable in the work situation. Most interns are grateful for the opportunity to gain experience, and may be hesitant to express concerns.
- Forgetting about the intern. Please provide the intern with responsibilities that will help them grow professionally instead of leaving them to find tasks to complete on their own.
- Overworking the intern. An intern may be hesitant to express concerns they have with their responsibilities. However, they will tell other potential interns the positive and negative aspects of their internship.
- Changing the internship program midstream. Provide interns with a clearly laid out plan that can be adjusted and revised as needed. Allow the intern to build on the experience and relationships in the department where they are working.
- Prolonging the interview and placement process. Please meet the dates for follow-up interviews, offer letters, and respond in a timely manner to the intern's phone calls or emails. A company may earn a negative reputation by missing deadlines, making multiple mistakes, and prolonging the placement process. Students communicate with each other and word of mouth is a significant factor in a student's decision about where to intern.

Finding an intern

The FCB Career Development Office (CDO) is enthusiastic about helping employers fill their open positions with our students. Employers can work with the FCB Career Development Office to advertise positions they would like to fill with NAU business students in multiple ways.

Current Internship & Job Postings website

<https://www.facebook.com/NAUFrankeCDO> and
http://franke.nau.edu/cdo/internships_and_jobs/current_jobs_and_internships/

Employers may advertise open internship and job positions to business students for **free** on our Facebook page and Current Internship and Job Posting webpage. We only require that employers notify the CDO when the position is filled so that we provide only the most current information about internships and jobs to our students.

(Please note that the FCB does not screen students or perform background checks on students for internships or employment. The hiring decision is made solely by the entity seeking the student. Background checks, verifications of prior employment, and other standard hiring processes are the responsibility of the hiring entity.)

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To have an open position posted on our [Facebook](#) page, [website](#), and [student newsletter](#), please email a detailed job description fcg-cdo@nau.edu. To have a position removed from the Current Internship and Job Posting webpage, please email fcg-cdo@nau.edu.

Recruiting Table

Companies can set up a table in the hall in The W. A. Franke College of Business building one day during a semester. A table in the hall is a great opportunity for employers to invite students to an info session later in the evening.

- A representative from the company will set up a table in a high traffic area in front of the donor wall across from Jazzman's Café.
- The table can display informational materials about the company and other relevant information.
- The representative can talk to students, faculty, and staff about their company and what opportunities they have available.

Contact fcg-cdo@nau.edu if you would like to set up a Table in the Hall in The W. A. Franke College of business.

Info Sessions

Info sessions are informal presentations about a company and the opportunities they offer business students. Companies can choose to provide refreshments to encourage student attendance.

The two most common formats for info sessions are as follows:

- A representative from the company conducts a short presentation at the beginning of an info session and leaves room toward the end for student questions.
- Companies show up for a question and answer session with interested students.

Contact fcg-cdo@nau.edu if you would like to have an Info Session in The W. A. Franke College of business.

Jobs for Jacks

<http://nau.edu/career/Jobs-for-Jacks/>

Employers can post positions to students across campus on Jobs for Jacks, the NAU online recruiting system.