



## EMPLOYER'S GUIDE

# **7 Tips for Providing Successful Remote Internships**



**ENSURE THAT YOUR INTERN HAS THE PROPER SET UP/TECHNOLOGY TO PERFORM THEIR DUTIES REMOTELY.**

Ideally, the employer should provide or loan any technology or equipment necessary should the student not already have it.

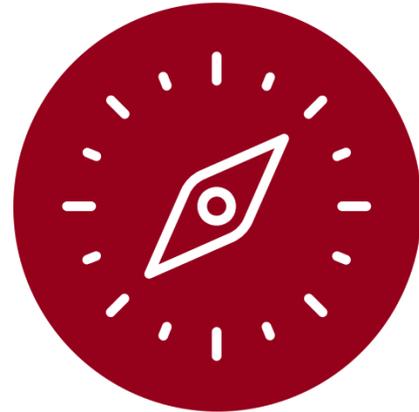
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**OFFER GOOD TECH SUPPORT, ESPECIALLY DURING ON-BOARDING.**

Make sure that they can easily access documents or other necessary communications including through an office VPN log-in, and/or cloud-based file sharing platforms such as Box, Microsoft Teams, or Google Drive. It may take a little while for your intern to adjust to these new settings so interns should know who they can contact with any technical questions and that person/service should be easily available.

2



## **PROVIDE THOROUGH ONBOARDING AND ORIENTATION.**

In order for the intern to get oriented and established in their new working environment, supervisors should plan for the intern's first day on the job to be focused on orientation and training. This should consist of: meeting other staff members, learning about the organization, reviewing organization-wide communication standards and workplace expectations (including taking required legal breaks, lunches, and system of tracking hours), and reviewing the student's defined learning goals. This will provide the intern the chance to ask clarifying questions, as this might be their first professional work environment, and is likely their first virtually-based position.



## **SET CLEAR EXPECTATIONS (E.G. SCHEDULES, MEETINGS, AND PROJECTS).**

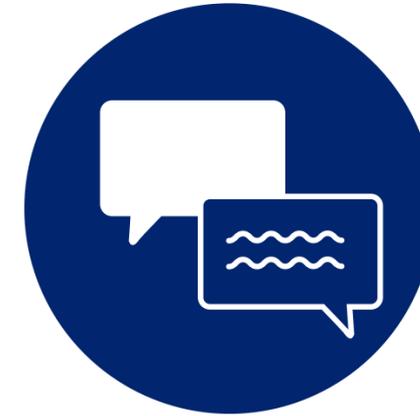
In distance work situations, it is even more important that all parties be in agreement about the expectations concerning what remote will look like, how and when it will be performed and that the intern is clear about their assigned duties.

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**BE FLEXIBLE/CREATIVE REGARDING INTERN PROJECTS TO MAXIMIZE THEIR FUNCTIONALITY.**

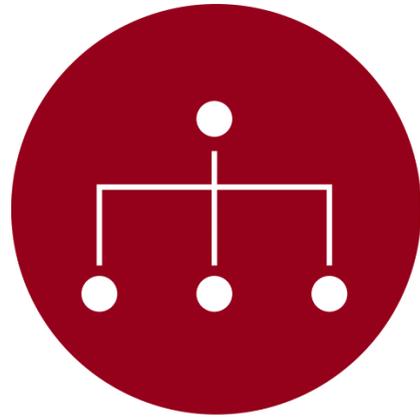
Under the circumstances, work originally intended as part of a traditional in-person internship may no longer be possible. Take the time to consider alternate work, reach out to other departments and assess current needs so that the intern's time is still valuably utilized for a richer remote experience.



**DESIGNATE REGULAR CHECK-INS BETWEEN SUPERVISOR AND INTERN.**

At least once per week online video meetings to discuss progress on work, answer questions, provide feedback, and, most importantly find out how the student is faring, are critical.





## HELP INTERNS FEEL CONNECTED.

Identify ways, if possible, for the intern to feel like a larger part of the organization. Are there meetings that they can attend? Virtual social gatherings?

Offer to arrange informational interviews or virtual lunch chats with senior managers

7



## RELATED BLOG POSTS & ONLINE RESOURCES

[How To Embrace Remote Work – Trello’s Ultimate Guide](#)

[Handshake: Creative Ways to Make Your Virtual Internships a Success](#)

[Handshake: How to Conduct a Virtual Onboarding for New Hires](#)

[College Recruiter’s List of COVID-19 Videos for Employers & Job Searchers](#) covers topics such as managing remote interns, adapting internship programs during the pandemic and more.

[Center for Research on College-Workforce Transitions, UW Madison: Guide to Online Internships](#)