



While students are able to gain practical real life experience, companies also benefit from hiring an Intern. Companies are able to hire the best and brightest students before they enter the job market. Having an Intern allows the Employers the opportunity to test out young potential professionals for little or no cost without the obligation of saying they will hire them. Building relationships with universities and students is a valuable way to create student-employer ties. In addition, work experience placements are being seen as a tool toward the recruitment of suitable employees – allowing both employer and employee to test their relationship before a permanent position may be offered on

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Employer Internship Checklist

Step 1: Defining Options

- Internship:** An experience with a definite time-frame (e.g., four summer months). It may be either paid or unpaid. It may be for college credit as an Independent study and can involve projects that vary in intensity based on the student's level of experience. Unlike co-op positions, the requirements for internships vary from employer to employer and by academic background.
- Co-op:** A paid, on-going relationship between the employer, student, and university. Students in the program not only gain work experience, but are expected to actively participate in key projects. Due to this high expectation, the co-op program has several requirements and an application process through the University's Career Planning and Placement Office.
- Other Job Postings:** Full-time or part-time positions, where specific tasks are performed. This may be a career placement or work for hire.
- Job Shadow:** The opportunity to "shadow" a workplace mentor as he or she goes through a day on the job. Job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the student. Job Shadowing provides an up-close look at how skills learned in school are put to use in the workplace.

Step 2: Job Description

- Have a current detailed job description available for Saginaw Valley State University including:
 - Descriptive job title
 - Overview of company, department, or team
 - Company contact information

- General functions and responsibilities of position
- Specific job qualifications
- Wage/Salary
- Hours
- Location

Step 3: Contact SVSU

- Contact Career Planning and Placement with job opening and description at: Curtiss Hall 111
careers@svsu.edu
www.svsu.edu/careers
 989-964-4948
 - Request an e-mail announcement to Students and Faculty
 - Offer On-campus Interviews
 - Participate in Employment Fairs
- Access Cardinal Job Network
www.svsu.edu/careers
 - Post jobs
 - Access student resumes
- Contact College of Business and Management for other options:
 - Class Projects
 - Serve as Speakers
 - Network with the Alumni Association

Step 4: Follow Up

- Provide feedback to Saginaw Valley State University on:
 - How the Interview Process Went
 - Who Did You Hire
 - Their Work Performance

Thank You

