

Appendix U: Internship Management Checklist¹

Getting Ready

- Assess your library's readiness for interns*
- Make the case for your library to host interns*

Developing the Program

- Determine your intern program infrastructure*
- Develop goals and a vision for your internship program*
- Craft policies and procedures*
- Brainstorm potential internship roles and projects*
- Develop internship position descriptions for available roles*
- Create an internship application*
- Create an internship agreement form*
- Create an internship handbook*

Finding an Intern

- Determine your audience for recruiting potential interns*
- Decide if you will seek interns year-round or during specific recruitment windows*
- Identify where you will advertise for interns*
- Craft recruitment messages and/or materials*
- Consider developing a partnership with a university or college*

Screening and Selection

- Review and screen applications*
- Complete background checks (where needed)*
- Contact applicant references*
- Interview promising applicants*
- Determine whether/how to engage an applicant*

Training Interns

- Develop an in-person or online orientation for incoming interns*

1. Tasks in italics are those that you may only need to do when you are first setting up your internship program (although you should certainly plan to revisit these tasks at least once per year to confirm that they are still relevant).

- Provide orientation to new interns
- Discuss and review internship expectations, goals, and deliverables
- Develop and/or find relevant trainings for new interns*
- Facilitate training of new interns
- Consider offering training to staff internally

Facilitating Intern On-the-Job Learning

- Establish mutual expectations with new interns
- Develop internal professional development opportunities for interns*
- Explore university-based options for intern professional development*
- Identify potential community or web-based professional development options*
- Mutually create plan for facilitating intern learning throughout the internship
- Facilitate intern/staff job-shadowing opportunities

Mentoring, Shadowing, and Supervision

- Determine ongoing internship management roles*
- Assign management roles per individual internship
- Prepare for the first supervisor/mentor meeting with a new intern
- Mutually determine communications/check in methods with the intern
- Develop a plan or series of steps to take in the event of conflict
- Talk to human resources staff persons about how and when to let an intern go*

Recognition and Evaluation

- Determine methods for ongoing informal recognition*
- Determine methods for formal recognition*
- Recognize your interns!
- Develop strategies for ongoing evaluation of your interns*
- Create a Mid-Intern Evaluation*
- Craft a formal evaluation for your interns, supervisors, and internship program*
- Conduct formal evaluations of interns and supervisors at the end of each internship
- Conduct a formal evaluation of the program at least once per year.
- Share the results of your evaluation internally and/or externally. ●

About this book

Looking for more info about this book? Visit <http://libraryinterns.blogspot.com>, where you can download individual chapters or the entire book, and find other related resources (all free of charge).