



ASI Internship Program

Steps for Hiring a Summer Intern

1 Draft a job description.

Include the list of responsibilities for your intern, along with qualifications, skills and competencies you're looking for.

2 Start looking for an intern.

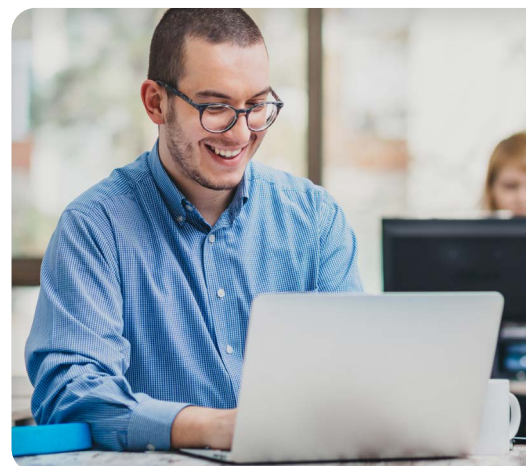
- Post your job description to intern job boards.
- Send an email asking for referrals from current employees.
- Attend an intern job fair or visit local colleges/universities.

3 Interview qualified candidates.

Narrow down the applications to your top candidates and then set up interviews. If candidates are going to school in a different area, conduct a phone or virtual interview.

4 Make a final decision.

Choose your top candidate and make an offer. Determine a start date and discuss any compensation (check your state and company guidelines for hourly intern rates).



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