

HIRING PIMA COMMUNITY COLLEGE STUDENTS FOR STEM INTERNSHIPS

STEP 1: *Set Goals*

- Determine your business needs – complete an existing project or start a new one, expand into a new line of business, or develop a knowledge base that your current employees might not possess.
- Review sample STEM internship project descriptions.

STEP 2: *Design a Plan*

- Carefully plan your internship program
 - o **PCC Resource Option 1:** Review PCC Employer User Agreement <https://www.pima.edu/business-industry/recruitment-internships/docs/mycareerlink-employer-user-agreement.pdf>
 - o **PCC Resource Option 2:** For consultation on scoping, writing and submitting project descriptions contact Erin Thompson – careerservices@pima.edu or 520.206.4768

STEP 3: *Recruit an intern(s)*

- **Identify** internship/project leader or HR representative who will facilitate selection and recruiting process for your organization.
- **Post** the internship
 - o Post the position on MyCareerLink <https://pima-csm.symphonicity.com/employers>
- **Schedule interview dates**
 - o Contact Erin Thompson at careerservices@pima.edu or 520.206.4768 to source candidates and schedule on-campus interviewing at Pima Community College
- **Review resumes** of students who have applied for the position.
- **Invite students to interview** at your site and/or at PCC Career Services if scheduled in advance.
- **Extend offer(s)** to students.
 - o Email the project description, name of the student(s) you have hired and the supervisor contact information to Erin.Thompson@pima.edu.

STEP 4: *Manage the intern(s)*

- Provide a site supervisor to be responsible for orienting students to the company and its culture.
- Assist faculty supervisor in the development, implementation, and achievement of the Student Learning Plan.
- Permit a prearranged site visit with student and faculty supervisor.
- Communicate student expectations, hours, duties, and overall goals.
- Assign challenging tasks whenever possible, enabling students to utilize professional skills and judgment in decision making.
- Provide a safe working environment for students, including space, supplies, and equipment.
- Evaluate student performance on a continuous basis and meet with student(s) periodically regarding progress.
- Notify the faculty supervisor of any dissatisfaction with student performance.

TIME LINE (*ongoing*)

- Businesses commit to provide internships for students.
- Business supervisors attend a PCC Career Services orientation.
- Businesses post job descriptions, begin review of student applicant resumes, and schedule candidate interviews.
- Businesses extend offers, start hiring process, and agree on the start date and end date for internships.

