

HIRING UNIVERSITY OF ARIZONA 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: *Write a plan*

- Carefully **plan** out your internship program
 - o **UA Resource Option 1:** Review UA Career Services Internship Handbook online with template for job descriptions <https://www.career.arizona.edu/employer/recruiting-post-jobs/internship-guidelines>
 - o **UA Resource Option 2:** For consultation on scoping, writing and submitting project descriptions contact Amina Sonnie – amina@email.arizona.edu or 520.626.5646

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 Wildcat Joblink <https://www.career.arizona.edu/joblink/employer>
- **Schedule interview dates**
 - o Contact Jackie Cole at jan1@email.arizona.edu or 520.621.2372 to source candidates and schedule on campus interviewing at the University of Arizona.
- **Review resumes** of students who have applied for the position.
- **Attend the Career Fair**
 - o Register to attend the UA Spring Career Days on March 31, April 1, 2015 <http://www.career.arizona.edu/employer/career-fairs-events/ua-spring-career-days>
- **Invite students to interview** at your site and/or at UA 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 Amina Sonnie amina@email.arizona.edu and Martha Ostheimer ostheime@email.arizona.edu.

STEP 4: *Manage the intern(s)*

- Assign intern supervisors. Choose someone who will be a good mentor to UA students.
- Orient and manage interns on a weekly basis with period review of progress and goals.

TIME LINE

- **Fall:** Businesses commit to provide summer internships for students.
- **Beginning March 1:** Businesses post job descriptions and begin review of student applicant resumes and begin interviewing candidates.
- **March 31 and April 1:** Businesses attend UA Career Fair to recruit candidates for internships. Follow up on all resumes collected. Ideally campus interviews scheduled the week directly following Career Fair.
- **Before April 15:** Businesses extend offers, start hiring process and agree on the start date and end date for the internship.
- **Before April 15:** Businesses email the project description, name of student(s) they have hired and the supervisor contact information to Amina Sonnie amina@email.arizona.edu and Martha Ostheimer ostheime@email.arizona.edu.

