



# Future Jobs Intern Recruitment Manual

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## Background

The Future Jobs Internship Program will place Ohio in the forefront of internship and cooperative education experiences for young professionals in disciplines ranging from health information to high throughput computing. Combined with the disciplines of sensors and image processing, these four sectors integrate to provide the basis for a rewarding and well-paying professional career. Originally formed to meet the impending demands for skilled workers to work with Wright-Patterson AFB in Dayton, the consortium has already proven the value of industry-academic partnerships for focused curricular development.

The Future Jobs Internship Program will deliver 25 internship and cooperative education experiences over the 2009-2010 academic year. With these employer opportunities, Ohio's future professionals gain valuable professional experience in sectors of interest regionally, statewide, and nationally. The program uses strong employer and institutional support to extend a modest long-term state investment of less than \$4000 per student experience to deliver a world class opportunity for students. Prepared and supported through the experience, the institution and employer involvement in all facets of the student experience from education to employment, is a proven Future Jobs formula for success.

## Process

- 1.) When an employer decides they have a need for an intern they should complete the Future Jobs Intern Recruitment form and attach a job description. Completed forms should be sent to the Intern Coordinator. The Internship Coordinator will request for approval of the position from the Executive Director.
- 2.) Once the internship position has been approved, the Intern Coordinator will contact the career services centers at each Future Jobs educational partner institution to notify them of the available position. The position will then be posted on the respected university career sites and on the Future Jobs website to market the open position.
- 3.) Candidates that meet the qualifications specified by the employer on the Future Jobs Intern Recruitment form will be screened by the Intern Coordinator via telephone to determine if they are a good fit for the employer needs.
- 4.) Candidates that are a good match for the employer needs will be passed along to the respective HR employer contact to begin the company's interview process.
- 5.) Once the employer has selected the candidate in which they wish to hire, they will complete the Future Jobs Intern Request form and attach the candidate's resume. Completed forms need to be sent to the Internship Coordinator.
- 6.) Once the request has been made, the student will be offered an employment contract with Future Jobs by the Internship Coordinator. The contract will contain the details of the offer (hourly rate, number of hours, start and end dates) as well as the terms and conditions of the Future Jobs Internship Program. The student must sign the offer letter and return it to the Internship Coordinator to confirm their acceptance.
- 7.) Once the forms and offer letter have been received, the Internship Coordinator will correspond with the Future Jobs appointed contact at the candidate's educational institution to begin the process of hiring the candidate as a student employee.
- 8.) The educational institution will work with the Internship Coordinator to complete the Project Description Forms to solidify the internship. Completed forms need to be sent to the Internship Coordinator.
- 9.) Upon completion of the internship, the Internship Coordinator will distribute the Future Jobs Intern and Employer Evaluation forms to the intern and supervisor to determine the outcome and experience of the internship.
- 10.) The educational institution will work with the Internship Coordinator to complete the Invoice Form once the internship is complete to submit for reimbursement (up to \$4000). Completed forms need to be sent to the Internship Coordinator.



## FUTURE JOBS INTERN RECRUITMENT FORM

1.) What are the requirements for the position? (E.g. status in school, minimum GPA, specific number of hours worked per week, security clearance, etc.)

2.) What skill sets are you looking for? (E.g. particular classes, technical languages, prior work experience)

3.) What is the length of the internship? (Must be a minimum of 10-12 weeks)

4.) What is the hourly rate the intern will be paid? **(Future Jobs will provide up to \$4000 per intern. Anything beyond \$4000 is the employer's responsibility)**

5.) Please describe your company's culture and what you are looking for in an intern candidate.

Return completed form with a job description and your contact information to:

Future Jobs

Andrea Frederick, Internship Coordinator

Ward Street at North Wittenberg Avenue

PO Box 6100

Springfield, OH 45501

[afrederick@ohiofuturejobs.org](mailto:afrederick@ohiofuturejobs.org)

Ph: (937) 327-7867

**FUTURE JOBS INTERN REQUEST FORM**

**Supervisor name and contact information:**

**Last name (intern):**

**First name (intern):**

**College/University:**

**Major/Minor:**

**Current GPA:**

**Current Status (year in school):**

**Ethnicity (response is optional):**

**Job title of internship:**

**Start date of internship:**

**Hours intern will work per week:**

**Will the student receive credit for the internship at their institution?**

**Is the student an Ohio resident?**

**Does the intern have previous involvement in Future Jobs programs and activities? (If yes, please specify the program or activity)**

**Return completed form to:**  
Future Jobs  
Andrea Frederick, Internship Coordinator  
Ward Street at North Wittenberg Avenue  
PO Box 6100  
Springfield, OH 45501  
[afrederick@ohiofuturejobs.org](mailto:afrederick@ohiofuturejobs.org)  
Ph: (937) 327-7867



## FUTURE JOBS INTERNSHIP CONTRACT

Month Day, Year

Intern Name  
 Intern Street Address  
 Intern City, State, Zip Code

Dear Intern Name,

On behalf of the Future Jobs Internship Program, we are pleased to offer you an internship position working with ABC Company as an ABC Title Intern. The internship period is expected to begin on ABC Date and end no later than August 31, 2010 depending upon your availability and work schedule. You will receive \$ABC per hour and will be able to work a total of ABC hours for this internship period. Any hours worked beyond ABC hours will be unpaid by the Future Jobs Internship Program. The Future Jobs Internship Program obligates a maximum salary of \$4,000 to each academic institution per intern during the course of their internship assignment. You will log your hours using your academic institution's time keeping system and will be paid by your academic institution on behalf of Future Jobs. All terms and conditions of your academic institution's time keeping system must be upheld by you throughout your internship period. Any hours worked in violation of your academic institution's policies will be unpaid by Future Jobs.

Any exceptions or changes to the terms of this contract must be presented in writing as an addendum and signed by you and the Future Jobs Internship Coordinator prior to the changes going into effect.

We look forward to your acceptance of this offer and joining the Future Jobs Internship Program.

Sincerely,

Andrea J. Frederick  
 Internship Coordinator, Future Jobs

I \_\_\_\_\_ agree to the terms and conditions of the Future Jobs Internship Program. I understand I will be paid a up to a maximum of \$4,000 over the course of my internship, and any hours worked beyond the terms and conditions of this contract will be unpaid by Future Jobs.

\_\_\_\_\_  
 Future Jobs Intern Signature

\_\_\_\_\_  
 Date



### INTERN EVALUATION FORM

Name: _____	Company: _____
School/University: _____	Supervisor: _____
Major: _____	Your job title: _____
Signature: _____	Date internship started: _____ ended: _____

**Please rate your internship experience overall by circling the appropriate number.**

Opportunity for learning

1= Poor      2= Fair      3= Good      4= Very Good      5= Excellent

Development of my professional skills

1= Poor      2= Fair      3= Good      4= Very Good      5= Excellent

Development of my technical skills

1= Poor      2= Fair      3= Good      4= Very Good      5= Excellent

Gained knowledge in my field of interest

1= Poor      2= Fair      3= Good      4= Very Good      5= Excellent

**Please respond to the following based on your overall internship experience.**

Were you able to apply prior or current coursework to the nature of your internship?

Did you feel supported and mentored by the company?

Would you be interested in full time employment with this company when you graduate?

How would you rate your overall internship experience?



### SUPERVISOR EVALUATION FORM

Student name: _____	Company: _____
School/University _____	Your name: _____
Date internship started: _____ ended: _____	Your job title: _____
Was this evaluation shared with the student:    Yes    No	Your Signature: _____

**Please rate your overall experience by circling the appropriate number.**

Intern showed initiative

1= Poor                  2= Fair                  3= Good                  4= Very Good                  5= Excellent

Intern showed development of their professional skills

1= Poor                  2= Fair                  3= Good                  4= Very Good                  5= Excellent

Intern sharpened their technical skills

1= Poor                  2= Fair                  3= Good                  4= Very Good                  5= Excellent

Intern showed problem solving/decision making skills

1= Poor                  2= Fair                  3= Good                  4= Very Good                  5= Excellent

**Please respond to the following based on your overall internship experience.**

Please comment on the Intern's areas of strength and any areas that need improvement.

Did the intern produce high-quality work?

Would you recommend full time employment for this intern when they graduate?

How would you rate your overall experience working with this intern?





**President's Office**  
 570 East Leffel Lane  
 Post Office Box 570  
 Springfield, OH 45501  
 937-328-6002  
 937-328-6142 fax

## **Directions for Obtaining Reimbursement – Future Jobs Internships**

1. The Internship Coordinator will work with the academic institution to complete the Project Description Sheet.
  - Include a complete project description and an itemized budget for the project, including the intern's salary
  - Attach the intern's resume, job description, the Future Jobs Intern Recruitment Form, and the Future Jobs Intern Request Form

This sheet should be signed by the academic institution, as well as by the Future Jobs Executive Director. Completed forms need to be sent to the Internship Coordinator. The Internship Coordinator will send the completed forms to the President's Office at Clark State and file the paperwork in the intern's file.

2. The Internship Coordinator will work with the academic institution to complete the Invoice Form.
  - Update the Header with the institution's information
  - Fill in the dates for the time period to be reimbursed
  - Fill in the budget column -this should match the budget on the project description sheet
  - Fill in the actual expenses for the reimbursement period in the second column
  - Fill in the total expenses for the project in the third column - this would be the sum of the Actual Column for all invoices submitted
  - The final Balance column will be calculated by the spread sheet
  - Sign and attach appropriate documentation of all expenses to the invoice. This would include payroll records, etc.

This sheet should be signed by the academic institution, as well as by the Future Jobs Executive Director. Completed forms need to be sent to the Internship Coordinator. The Internship Coordinator will send the completed forms to the President's Office at Clark State and file the paperwork in the intern's file.

**Payment is made on the reimbursement basis.**

**Institution Name**

**Date**

<b>PROJECT DESCRIPTION</b>

<b>Item</b>	<b>Detailed Budget Description</b>	<b>Amount</b>
1		
2		
3		
4		
		\$ -

**I hereby certify that the above project information is accurate and meets the contract requirements between Clark State Community College and [replace with the name of your institution].**

\_\_\_\_\_

**Project Manager** **Date**

<b>I hereby certify that I have reviewed and approved the above project information.</b>	
_____	
<b>Future Jobs Executive Director</b>	<b>Date</b>

State University  
 c/o  
 123 Main Street  
 Anytown, OH 4XXXX  
 (XXX) XXX-XXXX

<b>INVOICE</b>							
Future Jobs Initiative				INVOICE NUMBER: _____			
Dates of Reimbursement: _____							
				Budget	Actual	Total Project Expenses to Date	Balance
<b>Program/Operating Expenses:</b>							
Internship Salary for (insert name)				\$0.00	\$0.00	\$0.00	\$0.00
Other				\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL PROGRAM/OPERATING EXPENSES:</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>AMOUNT DUE:</b>					<b>\$0.00</b>		
I hereby certify that expenses in the request for reimbursement have been expensed in accordance with the contract.							
_____ Authorized Signature				_____ Date			
_____ Future Jobs Executive Director				_____ Date			