

Best Practices for Onboarding Interns/Co-ops

Provide an offer letter and include

- Start & end dates (at least the months)
- Brief job description & pay-rate
- Contact information for questions
- Instructions and/or map of where to go on first day

Assist with housing when able

- Provide a stipend for all or part of housing costs
- Reach out about housing and offer to help connect students with other students interested in having a roommate
- Share about safe areas for students to live

Connect students with other interns

- Students appreciate having someone to socialize with outside of work
- Host an intern lunch on campus to introduce all students and meet other staff members
- Encourage community engagement by sharing information about events in the area

Stay in contact with students after the offer is made

- Touch base periodically - this helps ease the fear students no longer have the offer
- Take the student to lunch/coffee when you're on campus
- Email students the company newsletter
- Host an intern lunch to introduce all the interns prior to starting

Provide orientation

- Create and provide a detailed onboarding plan with goals and objectives for the first two weeks of the internship or co-op
- Share company policies, procedures, and practices
- Introduce students to co-workers & invite them to socialize with others
- Show the break-room, their office, supervisor's office, restroom, etc.
- Check in with students to see if they have questions & encourage them to ask questions anytime.



Iowa State University
Engineering Career Services
ecs@iastate.edu * 515-294-2540
Scan the QR code for more information!