**Internship Program**

**Define Who Is a Mentor and what Department the student will be assigned:**

1. Get interest from leadership- Review what the program criteria is and what the program plan will be, how HR will help facilitate the process, what is their responsibility in the program.
2. Find out who is interested in being a mentor for each position that is available to fill.
3. Review all paperwork and student responsibilities with mentor to make sure the program is understood.

**Development of Human Resources On- Boarding Criteria:**

1. Interview- student and Mentor/HR for internship opportunity- HR will come up with interview forms for internship program. ( Discuss with each department mentor on set up)
2. Job Shadowing – 4 hours with the mentor on week day afternoon before they start the program- tour plant, shown support group areas, work station over view of what they will be doing as far as daily job duties & tasks, introduction to department.
3. Drug Screen -will be completed before they are able to start employment (school will do testing and report neg/pos result to HR).
4. Contracted associate/ internship agreement and Job Description- Representative from school, parent, and student are required to sign off on the agreement to acknowledge offer.
5. Paperwork – Associate new hire paperwork, work permit from school.
6. Orientation- Policies & Attendance, Safety, Quality, Badges issued, Dress Code (Time sheets, Work journal, Education Summary) - Mentor should be involved in this part of the process.

This is a rough draft…each step needs to be broken down further, defined and refined, to be able to come up with plans of who will support and be responsible for each assignment.