

The background of the entire page is a photograph of an office setting. A young woman with dark hair, wearing a light grey blazer over a brown top and a dark skirt, is smiling and looking towards the right. She is holding a large cardboard box. Inside the box, a pair of black headphones is visible on the left, and a small white pot with green grass is on the right. To her right, another woman with dark hair, wearing a white cardigan over a dark skirt, is gesturing with her hand towards the box. In the background, a man with glasses and a beard is partially visible on the left, and a large clock is mounted on the wall. The overall atmosphere is professional and welcoming.

Internship Host Onboarding Pack



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Part One: How It Works

The Internship Process

As our name suggests, we 'match' things. We match dreams with reality, hopes with opportunity, wants with needs, and businesses with emerging talent.

As a host company, your job is simple.

1. **Create internship opportunities** for areas of your business where you need extra support.
2. **Review a shortlist** of candidates that we supply.
3. **Choose your best match** from a list of candidates.
4. **Let us know who you prefer.**
5. **Supervise your intern** throughout the internship.

That's it. We take care of the rest.

Create internship.

Interns apply for internships that interest them or you can browse our available interns.

Shortlist candidates.

We vet interns who apply for an internship and shortlist matches for you.

Interview matches.

View applicant profiles and interview them for culture fit.

Make an offer to an intern.

Let us know who you like best and we'll set up the internship.

Start hosting your intern.

Provide your intern with induction and support from a Supervisor.

Part Two: Get Started

Welcome To InternMatch

Let's get you set up. This will take under 10 minutes. Promise.

Step 1: Create Your Personal Profile

Go into your emails and select the email sent to you by InternMatch.

From there, click on the 'Create Your InternMatch Profile' button and create your profile by entering a few details about yourself ie: your name, job title, email address, phone number, LinkedIn URL, etc.

Step 2: Create Your Company Profile

After completing your personal profile, click on the company button at the top of the screen.

Then click on the 'edit' button to the right of the screen and fill in as much information as possible so we can find you the best intern matches. Once you are happy with all the information, click the 'submit' button at the bottom of the screen.

Step 3: Complete Your Documentation

After completing your company profile, you'll need to finalise your documents.

First, click on the 'Health and Safety Declaration' button. Read and check each point, sign your name at the end of the document, and submit. Repeat this for the 'OH&S Declaration' and 'Host Company Terms and Conditions'.

Create An Internship Opportunity

Now, let's step through how to create an internship opportunity in InternMatch.

Step 1: Create An Internship

To begin, click on 'Create An Internship' in the actions tab on your dashboard. You'll be prompted to enter your company's name, the host company representative, and the name of the host company supervisor for this internship.

Step 2: Enter Internship Details

Next, enter the internship details. This includes the title of the internship opportunity, the location, and the field and specialisation of the role. You should also add a summary of the internship and other helpful details, such as the date the internship will be available, the days required, and whether it is remote or in-person.

Step 3: Define Internship Tasks

Next, fill out the tasks that the intern(s) will do. We provide popular templates on what tasks interns often undertake but feel free to amend them to suit your requirements, including any specific software experience required.

Step 4: Video Summary

Finally, you need to create a short video summarising the internship opportunity and why your company is a great place to work. You can click the 'View Example' button for inspiration. Once you are ready, click 'Get Started' and record your message. If you already have a video you want to use, click 'I have one I want to upload' instead. Once you have finished, hit the submit button at the bottom of the page.

And you're done. Congratulations on creating your first internship opportunity!

Add Another Staff Member

Want to add another Staff Member to your company profile? To add a new Supervisor, you will need to be an authorised company Supervisor already.

Step 1: Add Supervisor

To begin, find the actions tab on your dashboard.

Here, you will find four buttons: click on the one that reads 'Add Supervisor'. Next, enter your colleague's name, and details. When finished, click the submit button at the bottom of the screen. This will email your colleague asking them to claim their InternMatch account.

Step 2: Fill In New Supervisor Details

After clicking the 'Claim Your InternMatch Profile' button in their email, the new supervisor will be prompted to fill in their details.

This includes their name, job title, email address, phone number, qualifications, LinkedIn URL, a short bio, and a profile photo.

That's it – your new Host Company Supervisor is now ready to go!



Part Three: The Internship

Pre-Internship Checklist

Your intern is about to start their internship!

If this is your first time hosting an intern, or if it's been a while, you might be feeling unsure about what you need to prepare for this new adventure. To make it super easy for you, we've developed this quick pre-internship preparation cheatsheet. Let's get into it!

Before they start.

- Provide access to learning modules you want your intern to complete prior to the internship start date.
- Arrange access to business software or cloud drives so they can hit the ground running.
- Collate training guides and manuals for any technical software so your intern can familiarise themselves with it easily.
 - HOT TIP: Many technologies have pre-existing training guides you can use.
- Set up calendar invites to team meetings and one-on-ones with staff members. Include information on:
 - Location or Teams/Zoom link
 - Dress code
 - Parking / public transport requirements
 - What the intern needs to do when they arrive
 - Contact details of the Staff Member and;
 - Anything they need to bring with them (e.g. laptop, notebook, stationery).

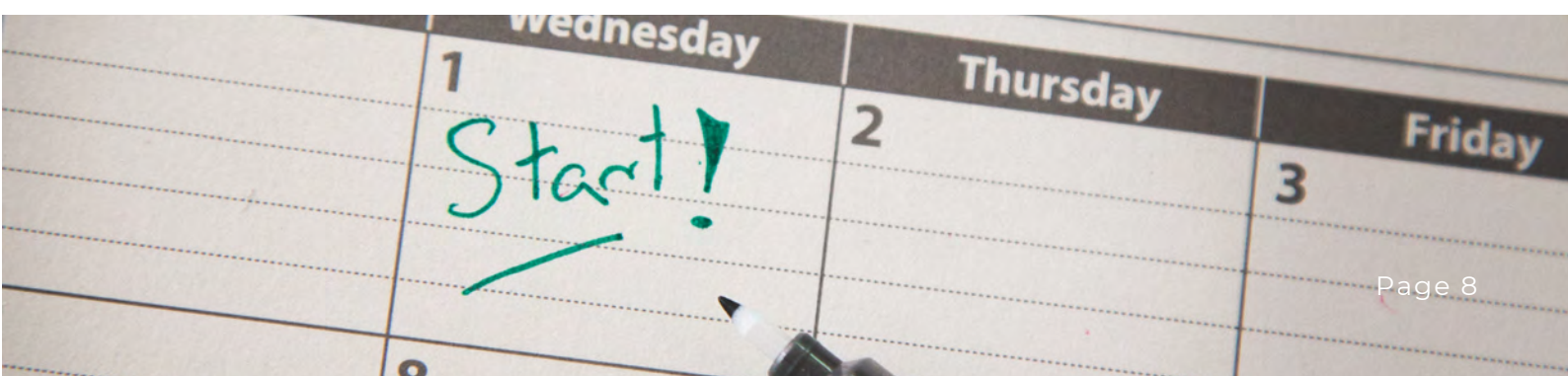
Day One Internship Guide

Your intern's first day is an important one.

Just like new employees, it can take Interns a day or two to familiarise themselves with the new workplace. You can make the process smoother by conducting an office orientation, team introduction, inviting them to team meetings, booking a planning session with them, setting expectations, and developing a plan for weeks one to three.

Internship Day One Runsheet Example

- 8:45 am: Clear instructions to meet Supervisor at reception or on Zoom.
- 9:00 am: Office Orientation
 - Overview of business and team structure
 - Tour of office
 - Introduction to other team members
- 10:00 am: Meeting with their dedicated Supervisor
 - Agree on five key internship objectives
 - Set expectations on the best way to communicate and when daily touchpoints with their Supervisor will occur
 - Set deliverable expectations about time to complete tasks.
- 11:00 am: Training and Learning
 - Set up email / wifi / systems / program logins, etc.
 - Complete any onboarding training, e.g. code of conduct.
- 12:00 pm: LUNCH BREAK
- 1:00 pm: Shadowing Session with 'Sally' to learn XYZ
- 2:00 pm: Start Solo Task (Objective 1)
- 4:00 pm: Coffee With 'Dave' To Talk About His Career and Get Advice
- 4:30 pm: End Of Day Check-In
- 5:00 pm: Complete Internship Logbook entry in InternMatch



End-To-End Internship Guide

Make sure your internship is on track with where it should be. We'll run through a quick guide to help you set up and review your internship progress.

Week One

- Set expectations around hours of work, break times and lengths.
- Ensure alignment on tasks, deliverables, and timelines.
- Touch base thrice a day (morning, lunch, and afternoon) to start with and adjust as your intern gains confidence.
- Schedule a weekly one-on-one with your intern and a different team member for their social inclusion and networking development.

Week Three

- Review weeks one and two.
- Track deliverable/s against objectives and requirements.
- Develop a plan for weeks four to six.

Week Six

- Review weeks three to five.
- Complete half-time intern evaluation form together.
- Review internship logbook entries.
- Develop a plan for weeks seven to nine.

Week Nine

- Review weeks six to eight.
- Develop a plan for weeks 10 to 12.

Final Week

- Review twelve weeks of learning.
- Complete the intern evaluation form together.
- Review internship logbook entries.
- Discuss potential employment / referrals / LinkedIn recommendations.



Part Four: Post Internship

Hiring An Intern

Your intern represents the future and as such, we owe it to them and to ourselves, to safeguard the security and prosperity of our economy by providing opportunities for them to learn.

For those not looking to recruit at the moment, this program provides an opportunity for our future leaders to gain an appreciation and understanding of the extraordinary people and progressive thinking that characterises your industry.

But for those of you who are looking to recruit new team members as your business grows, this program offers an excellent opportunity to experience first-hand just how good these young people are and provides the perfect opportunity for you to determine if they would fit within your organisation's operation and culture.

According to Monster.com, 85% of companies use internships to recruit for full-time roles. So you are joining the masses if you decide to offer your intern a job.

Just speak to your InternMatch Account Manager and they will take you through the simple recruitment steps.



Recommending An Intern

If you aren't currently in the market to recruit an intern, a **Recommendation** on their LinkedIn profile is the next best thing.

If you are the one writing a recommendation for a student, be sure that you hold a good opinion of them as the recommendation letter serves as a positive reference. If you are not comfortable recommending them, it is best to refuse politely without further delay so that the student has sufficient time to find a suitable option.

Here are some topics you can use to write a LinkedIn recommendation:

Explain the nature of your professional relationship.

- That sounds really serious, but it's simply a helpful piece of context that acts as an "intro" for your recommendation.

Provide details of the project your intern undertook.

- This is very helpful for anyone reading the recommendation, looking to get a feel for what precisely it is they did in their job.

Indicate how their contribution helped grow the team or company.

- This could be an explanation of how their performance helped hit hard metrics, or it could demonstrate a contribution toward more esoteric things, like leading their teammates or fostering new initiatives.

End with a note about the personal aspect of working with him/her.

- Hit the message home with a mention of how you felt working with the person, your hopes for their career, or simply a prediction about their future.

