

CHECKLIST: IMPLEMENTING A MENTORED INTERNSHIP PROGRAM



Identify point(s) of contact with your partnering organizations/schools: Establishing and building on this relationship ensures the opportunity to provide wraparound support for your intern-mentees.

Define program objectives: Make sure all organizations involved agree on a set of goals so that needs are identified and expectations are understood.

Create job descriptions: Providing basic job descriptions is a strong first step to successfully matching an intern-mentee's interests with their mentor's expertise and strengths.

Publicize and recruit: When seeking intern-mentees, lean into your working organizational partnerships to strategize how best to get the word out to potential participants. When identifying and recruiting mentors, look for employees to opt in based on their interest in exploring this professional skill and contributing to a young colleague's development.

Onboard/orient: Orient intern-mentees to your specific workplace culture; check for understanding around roles, expectations, privacy, and accountability; and invite them to ask questions and grow. Help your staff-mentors prepare to take on the responsibilities of this relationship.

Foster diversity, equity, and inclusion (DEI): Set and articulate clear expectations around DEI, both for intern-mentees and for mentors. Have protocols in place to address any challenges in order to manage growth and change in the course of a successful internship/mentorship experience.

Assess and redesign toward iteration: Decide how you want to capture and record feedback and data, with the intent of improving and expanding how your organization uses mentorship to sustain and grow your workforce.

