Congratulations on deciding to hire an intern!
Please refer to the following logistics and supervisor tips to ensure a successful summer.
Internship Logistics: Onboarding

• We can help you identify an intern! Fill out this form to best describe the prospective position and enable us to source qualified candidates.

• Create a requisition for non-Yale paid intern for your department. To hire a Yale student, please refer to the guidelines of the Yale Student Employment office.

• Intern hourly pay rates follow Student and Temporary Employee Salary rates.

• The supervisor on the requisition will also be the supervisor signing off on the intern timecard on a weekly basis.

• Background checks will be performed on all interns as part of the standard hire practices.
Internship Logistics: Net ID, ID Badge, Pay

- Net IDs and Yale email are assigned during onboarding with Human Resources.
- Allow time during the first week of the internship for the intern to visit the [Yale ID Center](#) at 57 Lock Street to obtain their photo ID and to complete the mandatory I-9 requirement at an [I-9 center](#).
- Once an ID is obtained, have your Business Manager grant them access to the necessary floors/buildings.
- Instruct your intern how to access *MyTime* to complete their timecard. Any payroll questions can be addressed with [employee.services@yale.edu](mailto:employee.services@yale.edu)
- Timecards need to be approved by the supervisor listed on the requisition.
Internship Logistics: Timeframe & Hours

• While typically running 10 – 12 weeks in the summer, the timeframe of the internship can be worked out between the manager and intern. Please have this discussion with your intern prior to start date.

• While most interns work a full work week (37.5 hours), accommodations can be made to work a shortened week.

The hours of the work week should be consistent and agreed upon prior to start date.
Internship Logistics: Space and Equipment

• Ensure your intern feels welcomed by having a workspace available and ready for their arrival.

• Secure a workstation or laptop for your intern. Yale computers can be cleaned and updated at an IT Walk-In Center prior to the intern’s start date.

• Have your intern read Yale’s Appropriate Use Policy

• All computers are to be returned to the department at the end of the internship.
Internship Logistics: Cohort Events & Programs

- Please allow your intern to attend various cohort and career building events that will take place over the summer.
- Past events included resume building and LinkedIn/Lynda.com workshops as well as social get-togethers.
- Although not a requirement, have your intern make an end-of-internship presentation to showcase the accomplishments and experiences of the summer to all members of your team, especially leadership.