Managing Your Intern
New Haven Community Hiring Initiative
2018 Summer College Internship Program

Congratulations on deciding to hire an intern!
The following slides cover logistics and supervisor tips to ensure a successful summer.
Internship Logistics: Onboarding

• Create a requisition in Workday to request an intern for your department. Instructions to create a requisition for a non-Yale paid intern can be found here.

• **Intern hourly pay rates** will mostly be $12.50 for starting interns, slightly higher for returning interns.

• 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.

• Email accounts (firstname.lastname@yale.edu) will be granted once background checks are completed.
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.
- 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
- 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](https://www.yale.edu/it/policies/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.