



ILMA Foundation Internship Toolkit



***Your Guide to
Organizing a Successful
Internship Program***



ILMA
FOUNDATION

What is the ILMA Foundation?

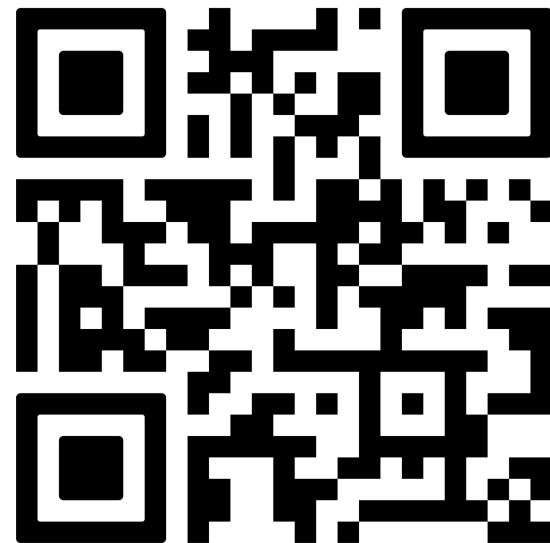


- The 501(c)3 arm of ILMA
- Mission:

Promote the value of the lubricants industry to educational institutions, the consumer, and other stakeholders; support the interests, values and vision of the independent lubricant manufacturer.
- Activities:
 - Scholarships
 - Research
 - Other projects

ILMA Foundation Internship Academy

- Internship Toolkit
- Internship Academy Worksheets
 - First Considerations
 - Intern Job Description
 - Intern Recruitment Plan
- Internship Academy Video Recordings



Overview

- What is an internship?
- Benefits of an internship program
- Is an internship program right for your company?
- Designing a program that meets your needs
- Paying an intern
- Internship oversight
- Recruiting
- Managing the internship

What is an Internship?

- Student or trainee
- Entry-level work experience
- Short-term (3-6 months)
- Part-time or full-time
- Closely guided and monitored
- Balances intern's learning goals with company needs

An Internship is NOT:

- ~~Free help~~
- ~~Meant to replace an employee~~
- ~~More than 20% busywork (filing, answering phone, errands, etc.)~~

Benefits

Host Company

- Select and develop potential future talent
- Learn about the latest strategies and techniques in the field
- Increase visibility on campus, generate enthusiasm for company
- Great for community involvement and PR
- ★ • Boost awareness of lubricant manufacturing careers

Intern

- Real-world experiences
- Mentoring from supervisor and others
- Compliment to academic program or career interests
- Chance to develop and explore career possibilities
- Establish professional network

Is an Internship Program Right for Your Company?

- Are there **specific projects or assignments** that will provide **quality working and learning opportunities**?
- Can your company **commit time** to developing the intern?
- Are there benefits to your company from tapping into the **latest technology, perspectives** and **skills** offered by younger and tech-savvy interns?
- Does your company want to **help mold future industry talent**?

Designing an Internship Program that Meets Your Needs

- What does your company hope to **gain**?
- Will the internship focus on one **major project** or a variety of **small projects**?
- What **tools** and **workspace** will the intern need?
- What **talents, academic background** and **experience** do you want in an intern?
- Who will be **primarily responsible** for the intern?

Paying an Intern

- Does the U.S. Fair Labor Standards Act (FLSA) apply to your company?
 - Annual sales of \$500k+
 - 2+ employees directly engaged in interstate commerce
- Pay varies by location, type of industry, size of company, etc.
- Students in technical fields are generally paid more
- Offer relocation and housing assistance

Internship Oversight

Supervisor

- Familiarize intern with the company
- Provide assignments and feedback
- Serve as contact person for questions
- Should be an expert in the type of work the intern performs

Mentor

- Optional but valuable
- Answers questions about personal and professional growth
- Shares career knowledge
- Helps with networking

Find the Right Intern for Your Company

Type of Intern

- High school student
- Community college student
- College student
- Career changer

Recruiting

- On campus
- Referrals
- Social media
- Internship-specific websites

Best Practices in Recruitment Process

- Posting should include:
 - Clear internship description
 - Compensation
- Timely response (7 business days)
- Send rejection notifications if applicants are not selected
 - Provide a reason for rejection
- Diverse slate of interviewers
- Allow candidates to ask questions about company life and career growth
- Personalized follow-up from recruitment team
- Dedicate time for selected candidate to discuss the offer with recruiter/HR

You Have an Intern!

- Learning Goals
 - Developed by intern & supervisor together
 - Write a plan for how the goals will be accomplished
- Orientation
 - Company overview: mission, structure, procedures, rules
 - Facility tour & staff introductions – encourage interactions
 - Define responsibilities
- Evaluations
 - How to give feedback to Millennials and Gen Z
 - Evaluations go two ways

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