



INTERNSHIP PROGRAM

Providing clear and viable options for Hillsboro's future



The Hillsboro School District and its partners, which include the City of Hillsboro and the Washington County Chamber, invite you to join us in our efforts to grow our next generation of workforce, community members, and leaders. This long standing partnership's vision is to guarantee clear and viable pathways for all Hillsboro students.

Our students are counting on you!

Why Sponsor an Intern?

Internships provide applied learning experiences that complement students' academic and career goals. Businesses can benefit from students who are eager to jump-start their future.

Return on Investment

Through their experience, students learn first-hand about the careers that are available and the skills and characteristics needed for those careers. Businesses have the opportunity to test-drive a potential future employee. Internships provide valuable work experience and guidance for our youth as they learn what it means to be part of the work-force and community.



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Our mission is to create guaranteed, clear and viable pathways for all Hillsboro students. Teaming with community partners and local businesses, we can ensure each of our students has an opportunity to have an internship experience that helps them make educated decisions about their future.

Benefits of Internships

Internships provide students an opportunity for meaningful career exploration, experience in a professional work environment, and provide new ways for youth to get engaged in our community. By working together, we can provide a diverse array of internship opportunities that align with the six career learning areas:

- Agriculture, Food and Natural Resources
- Arts, Information and Communication
- Business and Management
- Health Services
- Human Resources
- Industrial and Engineering



Benefits to Businesses

- Develop our future workforce
- Utilize tech-savvy young professionals
- Provide an impactful experience for Hillsboro youth
- Get assistance with special projects and events

Best Practices

Before you hire an intern, there are some important things to consider. The College & Career Pathway advisory team can provide support with the following processes:

Intern Onboarding: Preparing for your intern (workstation, prepare coworkers, create work plan with learning objectives, etc.).

“Boot Camp” Orientation: Office/workplace culture, communication plan (text vs call vs email), confirm schedule, review work plan/expectations, timesheet protocol, how your intern will add value to the company.

Mentor Checklist: From first introduction to exit interview. Summer Calendar: A helpful planning guide (start dates, vacation requests, trainings, activities, end dates).

Off-boarding: Provide an evaluation/schedule exit interview, help intern update resume with new skills and experiences, submit final timesheet, graduation. If you are unable to commit to host an intern, there are other meaningful ways for you to get involved. Depending on your organization’s needs and your time, there are options to work for most organizations.

Guest Speaking: An engagement in the classroom to share information about your career or provide skill-building opportunities (how to write a resume, interview dos & don’ts).

Informational Interview: Sit down for coffee with a student for an hour an engage in a one-on-one career focused conversation.

Mock Interview: Participate in a Hillsboro School District or Chamber of Commerce mock interview, or be on a panel at “Interviewniversity.”

Job Shadow: Provide a 3-5 hour experience to expose the student to a real-life work environment.

School to Career Internships: 15-30 hour internships to further explore career options and apply classroom theories to practical workplace situations.

To get involved with Internships, please contact:
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