

Internship Roles and Responsibilities

The goal of the internships is to teach competitive, marketable, and transferable skills. Measurable skills gain leads to competitive employment at the host business or another community employer. Employment should reflect the skills learned in the internships. The intern will also learn employability skills and the culture of the workplace to become a successful employee.

Host Business Liaison

- Markets the program internally at the host business
- Identifies departments to host internship sites
- Gives initial information about Project SEARCH to internship managers, mentors, and host business leadership
 - Instructor and/or skills trainer provide follow up information
- Introduces instructor/skills trainer to key departments such as:
 - Diversity and Inclusion
 - Employee Health
 - Security
 - Human Resources / Talent Acquisition
 - Marketing
 - Information Technology
- Negotiates potential hiring opportunities at host business
- Creates a hiring process to bring on qualified Project SEARCH employees
- Networks at other businesses with employment opportunities that leverage the skills gained by interns
- Markets successful internships, program activities, and employment outcomes

Project SEARCH Instructor

- Assesses intern skills, abilities and preferences using VocFit and other assessments
- Facilitates intern internship choices with each intern's team
- Works with team to create a job development plan and adapt at Employment Planning Meetings based on internship success, and career choices/changes
- Evaluates skills gain including productivity and quality; shares with team and intern
- Looks for potential internal and external hiring opportunities
- Advocates for internal hire when "good match" exists at host business
- Develops high quality internships with skills trainers
 - Observes department work
 - Identifies core skills/essential functions for the intern to learn with manager/mentor

- Develops the task list with layered skills and benchmarks for productivity, quality, and safety
- Creates accommodations and adaptations for intern to achieve success
- Provides employer education on disability information and training strategies
- Works with department mentor to provide appropriate support
- Communicates with mentor to gain honest evaluation and intern feedback
- Layers on additional skills once intern learns basic tasks
- Markets successful internships and employment outcomes
- Input internship information in the Project SEARCH member portal

Department Manager / Mentor

- Volunteers department for internship site
- Identifies tasks to build basic competitive and advanced skills for entry level employment
- Invites instructor and skills trainer to observe work of department
- Identifies mentor as “point of contact” for intern and Project SEARCH staff
- Interviews intern for position (manager and/or mentor)
- Announce and celebrate internship appointment with a simple internship “match” ceremony
- Gives honest and constructive feedback to intern using VocFit and other evaluation tools
- Provides natural support to intern through formal and informal activities
- Layers on additional skills with productivity and quality benchmarks for intern to learn
- Expects interns will reach standard productivity, quality, and safety benchmarks
- Gives exit interview to intern and writes letter of recommendation, if appropriate
- Provides instructor with contacts to local businesses with similar labor market needs
- Markets successful internships, activities, and outcomes

Project SEARCH Skills Trainer

- Develops high quality internships with instructor
 - Observes department work
 - Identifies core skills/essential functions for the intern to learn
 - Develops the task list with layered skills and benchmarks for productivity, quality, and safety
 - Provides employer education on disability information and training strategies
 - Works with mentor to provide appropriate support
 - Communicates with mentor to gain honest evaluation and intern feedback
 - Layers on additional skills once intern learns basic tasks
- Evaluates skills gain including productivity and quality, shares with team and intern
- Looks for potential internal and external hiring opportunities
- Advocates for internal hire when “good match” exists at host business

Intern

- Visits internships/Identifies area of interest using information from VocFit
- Applies for internship/sends letter and/or resume/data sheet
- Interviews for position and accepts offer (if extended)
- Notifies Project SEARCH instructor and department manager about absences and holidays
- Receives continuous feedback and evaluation positively and uses as a constructive process
- Works toward productivity, quality and safety benchmarks for work and employability skills
- Facilitates Employment Planning Meetings to review skills learned and future employment
- Layers on new skills throughout internship based on VocFit, skills needed for employment
- Writes Thank You letter to manager/department staff
- Updates portfolio, resume, and VocFit assessment with skills gained