**How to use the Spokane Workforce Council’s Internship Guide**

The Internship Guide is a tool designed to assist employers in creating high quality internship programs from the ground up. The tool helps to simplify intern onboarding and management. The worksheets associated with each manager and intern allow projects to be customized and assigned unique deadlines. The forms built into each worksheet, such as mentoring match surveys, exit surveys, and evaluations, will allow employers to save time and resources. The progress of each intern can be tracked as the intern or manager checks boxes next to each task in their worksheet as they complete each activity.

**Step 1:**

Create an administrator account. The administrator is the top level of the account. The administrator can see all of the activity within the account including all managers and interns. Only create one administrator account for your organization. The administrator has full access to all of the manager and intern accounts and can make changes and download forms from each.

**Step 2:**

Create a manager account by entering an email address and password and circulate the account info to the manager. The administrator can also be the manager. The manager will have a unique view of their account including interns. Each manager account will have a separate worksheet. Reset the worksheets at any time to start over with a new intern. The manager will have access to the intern accounts that they are associated with.

**Step 3:**

Create an account for each intern. The manager will enter the intern email addresses and passwords. Managers will then circulate the login info to the interns. The interns can change their passwords by using the ‘forgot password’ link on the login page.

**Intern and Manager account worksheets:**

Interns and managers will both have worksheets that will be specific to their roles. The worksheets are the place that both will find assignments, timesheets, surveys, progress tracker and much more. Managers can go into each intern worksheet, view their progress and set deadlines for each activity. Check the worksheets regularly to ensure that each step of the process is considered. Each employer will have different needs, and the worksheets provide the flexibility to pick and choose the steps that work best for each internship. Please review the entire worksheet at the start of the internship to see the complete process.

**Additional functionality:**

* Automated reminders will be generated based on the due date selected for the tasks if the task is not completed. Reminder emails will be sent to the email address associated with the user to whom the task is assigned.
* Add tasks directly to each intern within their worksheet or add a global task to all interns in the custom intern tasks under the manager accounts.
* There is an option to archive interns once they complete their internship. The account administrator can go back and review prior interns by selecting the ‘view archived’ to the right of the intern accounts.
* There is a ‘documents’ folder in each intern worksheet which will allow the intern to upload documents that can be viewed by managers.
* There are many additional resources built into the worksheets such as links to professional résumé templates, job boards, best practices for internships, tips on networking and much more.

Contact Shannon Brundle, [sbrundle@wdcspokane.com](mailto:sbrundle@wdcspokane.com), with any questions or suggestions. Thanks!