

Intern Hiring Policy

Purpose

Design Works (Cumbria) Ltd periodically employs interns for specific periods when they are not in school. The purpose of this policy is to outline responsibilities and to ensure such student workers have a productive stay with the company.

Procedures

Authorisation. When considering whether to hire an intern, the following information should be prepared and submitted to management: a) proposed goals / objectives for the internship, b) working hours for the intern, c) duration of the expected work, and d) proposed rate of pay. Final approval to hire an intern must be obtained from a member of the management team.

Orientation. An intern will be provided with an abbreviated orientation program that will highlight key aspects of the position the intern will be engaged in as well as all company policies with which he or she will be expected to conform during the specific term of employment. This orientation will exclude any discussion of programs and policies, including many of the benefits plans, which do not apply to specific-term employees.

Facilities department notification. The HR department, on receipt of the requisition form, will notify the facilities department, which will coordinate work station issues, including telephone and Internet capabilities, with the IT department to ensure that the work station is fully operational prior to the intern's start date.

Department orientation. Each new student worker will be provided with an in-depth review of department functions and activities and the interaction of these activities with the work the student worker will be performing. The department review will be conducted by the department manager and team leads during the first week of employment.

Progress report. Due to the short-term assignment of student workers, and in accordance with school/university reporting requirements for students, the department manager will be responsible for providing a narrative report of the student worker's assignments and progress at the close of each month the student is engaged. A copy of the monthly Progress Report will be forwarded to the HR department for record-keeping and reporting purposes.

Final report and out-processing. In the week in which a student worker's assignment comes to a close, the department manager will provide a Final Progress Report in addition to any report required by the educational institution the student attends and will advise the HR department to schedule an out-processing interview to be conducted on the day preceding the student worker's last day of work.