

NODA



Internship Program

HOST PREPARATION GUIDE

New to hosting a NODA intern? Here are some things to think about as you prepare:



How the Process Works:

- Review NODA's timelines and expectations at: nodaweb.org/events-overview/internship. Questions? Don't hesitate to email noda@umn.edu.



Gather Information Needed for Host Profile:

- Here are some things you will want to know/identify for your position:
 - Salary
 - Estimated hours
 - Benefits
 - Starting/Ending Dates & Flexibility of Dates
 - Number of Positions/Interns
 - If you desire to have more than one intern, do you need separate job descriptions or are you hiring them for the same position?
- Hosts set compensation and benefit packages that are in alignment with their institution's policies and procedures. NODA encourages all host institutions to pay at minimum the living wage for the area and provide temporary housing for the intern. Please note: compensation and benefits do vary by location, cost of living, and length of position, so it could be helpful to ask peer institutions what compensation and benefits packages they are providing. NODA can help you make a correction to your posting if needed, but we recommend making changes sparingly to help avoid confusion or missing potential candidates. The system does not alert candidates when changes are

made to a position description, so if any adjustments are made after candidates have applied, be sure to update your candidate pool accordingly.

- Try to get creative with benefits – are you able to provide a parking pass, meals during or outside of orientation sessions, use of the campus recreation center, public transportation discounts, housing, or help with some travel expenses?
- As you are gathering this information, think about what your non-negotiables may be and communicate those as necessary. How flexible are you with your starting and ending dates? Do you need to have a graduate student or are undergraduate students allowed? Do candidates need to be in a specific graduate program?
- Finally, hosts cannot save and return later when creating their job positions, so try to have everything you need ready so you can submit it at once.



Think About Interview Process & Timeline:

- This process often varies by host, the amount of interest you receive, and your other work responsibilities during this timeframe. Some hosts will offer multiple rounds of interviews within the first round while some will only do one round of interviews. A few things to consider:
 - Do you want one interview round, or multiple?
 - What type of interview do you want to do – Phone or Zoom?
 - Who on your team do you want to be in the interview?
 - Only professional staff?
 - Include graduate assistants/student leaders?
 - Do you want the same individuals in every interview or can you divide and conquer?
- **Note:** While there are often more candidates than positions, strong candidates may be in high demand. It can be helpful to interview more candidates than you initially anticipate so you have options on Offer Day.
- It can also be helpful to try to “guestimate” how long it may take to review resumes and cover letters before you are able to schedule the interviews. If you only offer one round, you could allow yourself a little more time to review candidates.



Reflect on How You Will Evaluate Candidates:

- Some things to consider as you determine this process:
 - What are the desired qualities you are seeking in a resume, cover letter, and interview?
 - Do you want to create an internal rubric or scoring system?
 - Who will review candidates' information (resumes/cover letters)?
 - Do you need to allow time for discussion of candidates after each interview or at the end of an interview round? Who will make final decisions?
- When reviewing candidate resumes and cover letters, it is important to note that many may not have orientation experience, however, they could still be strong interns. It is recommended to focus on transferrable skills a candidate may bring to your team.



Finalize Preparations for Interviews:

- Interview vary by hosts and their preference. However, here are some things to think about as you determine yours:
 - Where will they take place, and what will you or the candidate need (phone numbers, Zoom links, etc.)?
 - Develop the schedule of interviews and who will be in each one. Remember people will be in various time zones so try to be mindful of the times you choose and include your time zone in the communication.
 - Think about how you need to prepare your student leaders to be on this type of interview panel and develop the list of questions you want to ask in the interviews.
- Since candidates are also choosing you, it can be helpful to allow time at the end of the interview for them to ask a few questions to the interviewer/interview panel.



Think About What Makes Your Position Special:

- There are a lot of positions that vary in different ways! Interns select opportunities based on several factors. Here are some things to consider that could really set your position apart from others:
 - Why would someone want to spend time at your university, with your team, with your student leaders?
 - What opportunities and experiences can you provide that will help develop them as an orientation, transition, retention or student affairs professional?

- You will have the opportunity to link a PDF with your position. While it is not required, it is highly recommended as this can be a great way to share more about your position. Adding photos, descriptions of your office or program, a preview into program lingo or culture, or your campus can help give more insight into your role. Applicants are reviewing hundreds of internship positions that can seem very similar so sharing more context can help catch their interest and separate you from others.



Questions?

For any inquiries regarding the program, please reach out to the NODA main office:

noda@umn.edu.