

THE
INTERNSHIP
PLAYBOOK



THE EMPLOYER'S GUIDE

PRESENTED BY

EASTRIDGE WORKFORCE MANAGEMENT,
A WORKWELL COMPANY



Eastridge Workforce Management

a **workwell** company

At Eastridge Workforce Management, a Workwell Company, we build partnerships that help businesses manage and optimize their workforce with efficiency, expertise, and world-class service.

Workwell Group, a global leader in human capital management (HCM) and Employer of Record (EOR) services, has acquired Eastridge Workforce Management, a Workwell Company. This acquisition encompasses our Employer of Record, MSP, and VMS / Workforce Technology platform — Talient.

By joining forces, we're combining expertise, technology, and a shared commitment to innovation and excellence. With the ability to serve clients in 80 countries, we are more equipped than ever to support businesses in navigating today's dynamic workforce management landscape.

The Directory

<u>ABOUT Eastridge Workforce Management</u>	02
<u>INTRODUCTION</u>	04
<u>THE BENEFITS</u>	05
<u>TYPES OF INTERNSHIP PROGRAMS</u>	06
<u>PROGRAM DESIGN & STRUCTURE</u>	08
<u>RECRUITMENT, SELECTION & ONBOARDING</u>	11
<u>ONBOARDING & ORIENTATION</u>	13
<u>MENTORSHIP & SUPPORT FRAMEWORK</u>	16
<u>LEARNING & DEVELOPMENT</u>	18
<u>Structured Learning Opportunities</u>	20
<u>Project Work</u>	21
<u>Exposure to Leadership</u>	22
<u>WORKING WITH Eastridge</u>	23
<u>MEASURING LEARNING & DEVELOPMENT SUCCESS</u>	25
<u>PERFORMANCE MANAGEMENT</u>	27
<u>Project Objectives & Deliverables</u>	29
<u>Workplace Standards</u>	30
<u>Dress Code</u>	31
<u>Managing Performance Issues</u>	34
<u>8 WEEK INTERNSHIP CHECKLIST</u>	37
<u>PROGRAM CONCLUSION & NEXT STEPS</u>	40
<u>LEGAL CONSIDERATIONS & COMPLIANCE</u>	42
<u>CONTACT</u>	45

INTRODUCTION

THE PURPOSE

THE INTERNSHIP PLAYBOOK serves as a comprehensive guide for creating and implementing a successful and effective internship program. A well-structured internship program is a strategic investment in the future talent pipeline of your organization. We aim to provide a robust framework designed to develop interns into skilled talent and / or future full-time employees while providing a meaningful experience that aligns with your company's mission.

Eastridge Workforce Management, A Workwell Company serves as an extension of your brand. Running a successful internship program takes time and resources you may not have. That's where we step in. **Eastridge** manages the administrative burden so your team can focus on what truly matters: mentoring and developing the next generation of talent while deriving value for your business.



THE BENEFITS



Talent Pipeline

Develop and train the next generation of talent with real-world experience to enhance their professional and technical skills while your organization benefits from fresh perspectives



Brand Awareness

Enhance your organization by positioning yourself as the top employer for early career professionals



Skill Development

Give current employees at your organization the opportunity to develop their mentoring skills and lighten their workload



Conversion

Cultivate interns who can convert into full-time employees



Compliance Assurance

Leverage **Eastridge Workforce Management's** expertise to maintain legal compliance throughout the internship program

Summer Internship

Traditional 10-12 Week Internship Program During The Summer

BEST FOR

- Sophomore, Junior & Senior College Students
- Recent Graduates Looking for Experience in a Short Timeframe



WHAT TO LOOK FOR

- Highly Motivated
- Quick Learners
- Time Management Skills
- Able to Adapt Quickly

BEST FIT

Students Who Want To Gain Industry Experience, Build Their Network, And Secure A Potential Full-Time Offer

Co-Op Program

Extended Internship Program That Lasts Around 3-6 Months & Often Integrated With An Academic Program Curriculum

BEST FOR

- Engineering, Business Or Tech Students Who Need Practical Hands-On Experience To Meet Degree Requirements



WHAT TO LOOK FOR

- Academically Inclined
- Time Management
- Detail Oriented
- Candidates Looking For Long-Term Commitment

BEST FIT

Students That Can Dedicate A Full Semester or More To An Employer While Balancing Academic Responsibilities

Virtual Internship

Remote Opportunities With A More Flexible Structure

BEST FOR

- The Busy Student
- International Candidates
- Students Who Need Work Flexibility



WHAT TO LOOK FOR

- Self-Starter
- Disciplined
- Tech-Native
- Excellent Communicator

BEST FIT

Candidates Who Are Comfortable With Remote Collaboration & Can Manage Their Time Effectively Without Much Direct Supervision

Project-Based Internship

Focused On Specific Deliverables Or Initiatives

BEST FOR

- Candidates Looking For Shorter Commitments
- Professionals Looking To Pivot Industries
- Talent Interested In Freelance-Style Work

WHAT TO LOOK FOR

- Results-Driven
- Problem Solver
- Independent Worker With Strong Skills In A Specific Area

BEST FIT

Talent Who Are Looking To Build Their Portfolio, Gain Experience In A Targeted Project, Or Work On High-Impact Initiatives



Academic Year Internship

Part-Time Opportunity During Academic Semesters

BEST FOR

- Students Looking To Gain Industry Experience While Completing Their Degree
- Professionals Seeking Part-Time Exposure to a New Industry

WHAT TO LOOK FOR

- Strong Multitasker
- Consistent Performer
- Agile Learner

BEST FIT

Candidates Who Want Steady, Long-Term Industry Exposure And Are Open To Growing Within A Company



PROGRAM
STRUCTURE

Program Planning

- Define Roles And Responsibilities For HR, Managers, And Interns
- Establish Intern Eligibility Criteria
- Set Goals And Key Performance Indicators (KPIs)
- Develop A Recruitment Strategy, Including Partnerships With Universities

Internship Roles & Responsibilities

- Assign Meaningful Projects
- Provide Mentorship and Structured Learning Opportunities
- Incorporate Interns into Team Meetings and Company Initiatives

Intern Experience and Engagement

- Provide Comprehensive Onboarding
(Eastridge will handle this)
- Set Clear and Measurable Goals
- Encourage Collaboration
- Gather Feedback Via Surveys and Meetings
(Eastridge can store this information & get feedback for you)



Determining Program Design

DESIGN

Consider The Following Aspects When Designing Your Program:

DURATION

A Typical Internship Program Ranges From 8-12 Weeks (Summer) To Semester Long

SCHEDULE

Full-Time (35-40 Hours Per Week) Or Part-Time Options

WORK FORMAT

In-Person, Hybrid, Or Fully Remote

DEPARTMENT PLACEMENT

Rotational Or Dedicated To A Specific Team

COMPENSATION

Paid Hourly, Stipend, Or Academic Credit
(**Eastridge** Will Manage The Payroll Processing)

EMPLOYMENT MODEL

Direct Hire Or Employer Of Record Through
Eastridge Workforce Management



BUDGET

Allocate Resources For:

- Intern Compensation And Benefits
- Recruitment And Onboarding Costs
- Training And Development Activities
- Program Management

When you work with **Eastridge**, all you need to allocate for is for our service fees which are offset by reduced administrative burden and compliance risk.



Determining Program Design

DEFINING KEY ROLES & RESPONSIBILITIES

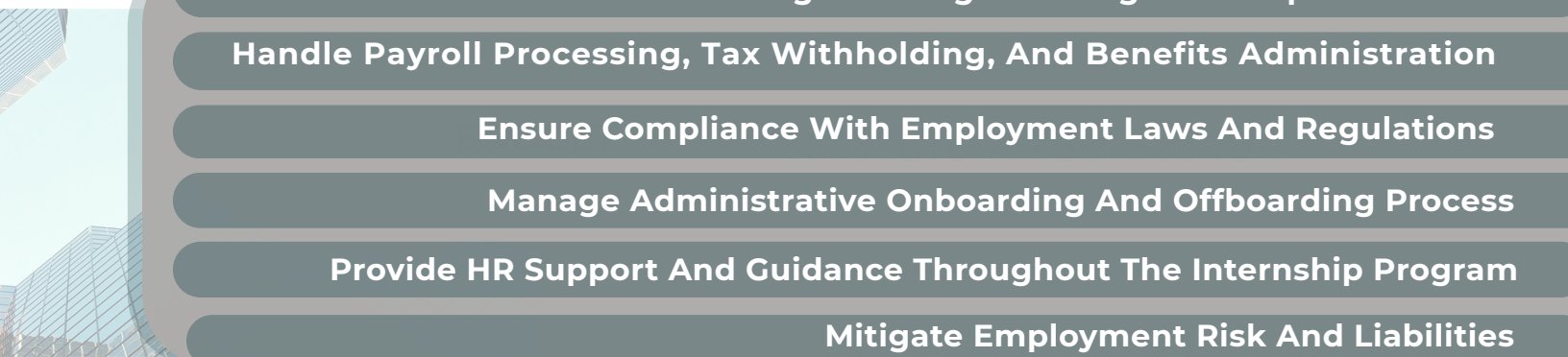
For Eastridge Workforce Management

- Serve As The Employer Of Record For Interns
- Handle Payroll Processing, Tax Withholding, And Benefits Administration
- Ensure Compliance With Employment Laws And Regulations
- Manage Administrative Onboarding And Offboarding Process
- Provide HR Support And Guidance Throughout The Internship Program
- Mitigate Employment Risk And Liabilities



For Client Company HR

- Coordinate With Eastridge On Program Design And Implementation
- Handle Payroll Processing, Tax Withholding, And Benefits Administration
- Ensure Compliance With Employment Laws And Regulations
- Manage Administrative Onboarding And Offboarding Process
- Provide HR Support And Guidance Throughout The Internship Program
- Mitigate Employment Risk And Liabilities



For Managers

- Clearly Define Intern Projects With Deliverables And Timelines
- Offer Regular Check-Ins And Performance Feedback
- Provide Coaching On Soft Skills And Professional Development
- Include Interns In Team Discussions And Decision-Making When Appropriate
- Advocate For Interns And Help Navigate Company Culture
- Communicate Performance Feedback To Eastridge As Needed



Recruitment, Selection & Onboarding

A general guide on recruiting and hiring student interns



Sourcing Strategies



Establishing Intern
Eligibility Criteria



Creating
Compelling Job
Descriptions



RECRUITMENT, SELECTION & ONBOARDING

THIS SECTION PROVIDES A GENERAL GUIDE ON RECRUITING AND HIRING STUDENT INTERNS

Sourcing Strategies

- Partner With Universities And Career Centers

Each institution of higher education has its own approach to administering internship-for-credit programs. What applies to one may differ from another.

- Leverage Online Job Board, Career Sites, And Social Media
- Attend Or Host Career Fairs (In-Person Or Virtual)
- Engage With Student Organizations And Diversity Groups
- Consider Referral Programs For Employees
- Access **Eastridge's** Talent Network And Recruiting Expertise

Establishing Intern Eligibility Criteria

- Academic Level Requirements
- Field Of Study Considerations
- Required Technical Skills
- Desired Soft Skills And Characteristics
- Alignment With Company Values
- Work Authorization Requirements **(VERIFIED BY EASTRIDGE)**

Creating Compelling Job Descriptions

- Clear Role Descriptions & Responsibilities
- Learning Objectives & Skills To Be Developed
- Required & Preferred Qualifications
- Details About Your Company Culture & Values
- Compensation & Benefits Information

ONBOARDING & ORIENTATION

Eastridge Workforce Management Facilitates A Seamless Onboarding Process



Provides Necessary Documentation & Compliance Guidance



Ensures All HR, Payroll, & Legal Requirements Are Met



Assigns Mentors & Integrates Interns Into The Company Culture



Sets Up Systems Access & Training Sessions



Etc.

You're nosey, we get it.

If you want all of the details, this is what we recommend...





Pre-Arrival Preparation

- Send welcome emails
- **Eastridge handles required employment paperwork and documentation**
- Coordinate with **Eastridge** on workstation and equipment preparation
- Configure system access and accounts
- Assign mentors and buddies
- Share pre-reading materials about the company and role



First Day Experience

- **Eastridge completes employment verification and administrative onboarding**
- Welcome and introduction session
- Tour of facilities (virtual or physical)
- Team meeting and introductions
- Technology setup and troubleshooting
- Review of schedule and expectations
- Welcome package or kit



Orientation Program

- Company history, mission, and values
- Organizational structure and key stakeholders
- Products, services, and customer base
- Company policies and procedures
(in coordination with Eastridge policies)
- Health and safety guidelines
- Professional conduct expectations
- Resources and support systems
(including Eastridge HR support)



Integration Activities

- Team-building exercises
- Networking sessions with leadership
- Intern cohort social events
- Company culture immersion activities

Mentorship & Support Framework

A structured Mentor Program Structure provides the support and professional guidance interns need to succeed.



Mentor Program
Structure



Buddy System



Mentor
Responsibilities



Support Network





Mentor Program Structure

MENTOR SELECTION

Identify employees with coaching abilities and subject matter expertise

MATCHING PROCESS

Pair interns with appropriate mentors based on skills, interests, and goals

TRAINING

Provide mentors with guidance on effective coaching techniques

EXPECTATIONS

Define clear roles and responsibilities for the mentorship relationship



Mentor Responsibilities

- Regular check-ins (recommended weekly)
- Career guidance and professional development
- Project support and technical assistance
- Feedback and performance coaching
- Organizational navigation and cultural integration



Buddy System

Consider implementing a peer-level buddy system in addition to formal mentorship:

- Day-to-day questions and support
- Social integration and cultural acclimation
- Peer perspective on organization and role



Support Network

- Connect with **Eastridge** support for employment-related matters
- Program coordinator from client company
- Department leadership
- Intern cohort community

Learning & Development

Collaborate with your team to identify where interns can add value while gaining meaningful experience.



What type of internship program aligns with your company's needs?



Where could fresh ideas make the biggest impact?



Which thriving areas of your business can serve as inspiration for the next generation of talent?

Once defined, create a structured plan to develop their skills and maximize their contributions.





Core Competency Identification

- **Technical Skills Assessment:** Conduct a baseline evaluation of interns' technical capabilities relevant to their role (e.g., programming languages, design software, data analysis tools)
- **Soft Skills Inventory:** Assess communication abilities, teamwork, problem-solving, and time management skills
- **Gap Analysis:** Identify areas for development by comparing current skills with those needed for success in their role and future career
- **Prioritization:** Determine which skills will have the greatest impact on both the intern's growth and their ability to contribute to your organization



Balanced Skill Development

- **Technical/Hard Skills:** Focus on role-specific tools, technologies, methodologies, and industry knowledge
- **Soft Skills Enhancement:** Develop professional capabilities like presentation skills, business writing, conflict resolution, and teamwork
- **Organizational Knowledge:** Build understanding of business operations, industry context, and company culture
- **Career Management Skills:** Develop abilities like networking, personal branding, and career planning



Industry Relevance

- **Emerging Trends Integration:** Incorporate learning about new technologies, methodologies, or industry developments
- **Real-World Application:** Connect learning directly to current business challenges and projects
- **Industry Standard Alignment:** Ensure skills development aligns with recognized best practices and certifications
- **Future-Focused Development:** Prepare interns for where the industry is heading, not just current practices

STRUCTURED LEARNING OPPORTUNITIES

VARIOUS FORMATS THAT ENCOURAGE LEARNING & COLLABORATION



Formal Workshop Curriculum

- **Skills-Based Workshops:** Structured training sessions focused on specific technical or professional skills
- **Industry Knowledge Sessions:** Presentations on market trends, competitive landscape, and regulatory environment



Self-Paced Learning Resources

- **Digital Learning Platforms:** Access to online courses, tutorials, and learning management systems
- **Knowledge Base:** Internal documentation, best practices, and process guides



Knowledge Sharing Events

- **Lunch & Learn Series:** Casual learning sessions where team members share expertise over lunch
- **Case Study Reviews:** Analysis of past projects, successes, and lessons learned



Experiential Learning

- **Job Shadowing:** Structured observation of experienced professionals across different roles
- **Departmental Rotations:** Brief assignments with different teams to gain broader exposure
- **Client/Customer Interactions:** Supervised exposure to external stakeholder conversations
- **Process Walkthroughs:** Step-by-step guidance through key business processes

WORK ASSIGNMENTS DRIVE SKILL DEVELOPMENT

**Project Assignment**

- **Business Impact Projects:** Work that addresses actual business needs rather than "make-work" assignments
- **Portfolio-Building Opportunities:** Projects that produce tangible outcomes interns can showcase later
- **Skill-Aligned Projects:** Tasks that leverage and develop the intern's core competencies

**Challenge Calibration**

- **Challenge-Based Learning:** Problems that require applying new knowledge and skills
- **Stretch Assignment Approach:** Projects slightly beyond current capabilities to promote growth
- **Safety Net Framework:** Creating space for experimentation with appropriate supervision

**Innovation and Creativity Encouragement**

- **Design Thinking Opportunities:** Projects that apply creative problem-solving methodologies
- **"Blue Sky" Components:** Portions of projects where interns can propose new approaches
- **Innovation Challenges:** Structured opportunities to develop new ideas or improvements
- **Presentation Platforms:** Formal channels for interns to pitch creative solutions

CONNECTING INTERNS WITH SENIOR TEAM MEMBERS

**Executive Engagement Programs**

- **"Day in the Life" Profiles:** Insights into leadership roles and career paths
- **Executive AMA (Ask Me Anything) Sessions:** Open forum discussions with leaders
- **Leadership Philosophy Sharing:** Sessions where executives discuss their management approach
- **Executive Shadowing:** Brief opportunities to observe senior leaders in action
- **Cross-Functional Exposure:** Interactions with leaders from different departments

**Decision-Making Insight**

- **Meeting Observation:** Attendance at appropriate leadership meetings
- **Strategy Session Participation:** Involvement in planning or brainstorming sessions
- **Business Review Attendance:** Participation in performance or results reviews (Client would review staff and report back to **Eastridge**. **Eastridge** will then conduct a review with the Client)
- **Decision Process Transparency:** Explanation of how key decisions are made

**Presentation Opportunities**

- **Executive Presentations:** Formal opportunities to present work to senior leadership
- **Leadership Feedback Sessions:** Structured reviews where executives provide input
- **Project Showcases:** Events where interns demonstrate their work to broader audiences
- **Innovation Pitches:** Chances to propose new ideas directly to decision-makers

WORKING WITH **EASTRIDGE**

the **Learning and Development Section**
is implemented with these considerations:

Role Clarity

Resource Optimization

Documentation Benefits

Legal Considerations



WE WORK WITH YOU TO MAKE YOUR PROGRAM
THE BEST**Role Clarity**

- **Eastridge** manages compliance aspects of training requirements
- Your organization leads professional development content
- Joint tracking of completed learning activities for documentation

**Resource Optimization**

- **Eastridge** can provide access to certain standardized training (compliance, workplace behavior)
- Your company provides industry and role-specific development
- Potential for shared cost on certain learning platforms or resources

**Documentation Benefits**

- **Eastridge** maintains records of completed training for compliance purposes
- Structured skill development creates documentation for conversion considerations
- Learning achievements can be formally recognized in employment records

**Legal Considerations**

- Training time tracking handled through **Eastridge's** systems
- Clear distinction between required training (paid) and optional development opportunities
- Consistent application of learning opportunities across the intern cohort

Measuring Learning & Development Success

The effectiveness of your learning and development efforts can be assessed through:



Skill Acquisition
Metrics



Application
Measurement



Learning
Engagement
Indicators



Long-term Impact
Assessment

By implementing a comprehensive **Learning and Development** approach with these elements, your internship program benefits both the interns and your organization.

Interns gain valuable skills and experiences that enhance their employability, while your company develops potential future talent who understand your business and can contribute more quickly if converted to full-time roles.

Meanwhile, **Eastridge** ensures all development activities comply with employment regulations and are properly documented in the intern's employment



MEASURE EFFECTIVENESS & DEVELOPMENT



Skill Acquisition Metrics

- Pre / post skill assessments
- Technical capability demonstrations
- Project quality improvements over time
- Supervisor evaluation of skill progression



Learning Engagement Indicators

- Participation rates in optional development opportunities
- Resource utilization (digital learning platforms, knowledge base)
- Proactive learning behavior (seeking additional resources, asking for challenges)
- Peer teaching and knowledge sharing



Application Measurement

- Successful implementation of learned skills in projects
- Increasing complexity of tasks the intern can handle independently
- Problem-solving effectiveness using new knowledge
- Innovation or improvement suggestions based on learning



Long-term Impact Assessment

- Conversion readiness for full-time roles
- Reduced onboarding time for converted interns
- Career progression tracking for program alumni
- University partnership strengthening through demonstrated student growth

Performance Management

An effective internship program his involves creating specific, measurable objectives for the intern to achieve during their time with your company. Here's how to implement this effectively:



SMART Goal
Framework



Collaboration



Documentation



ESTABLISH CLEAR PERFORMANCE GOALS AT THE START OF THE INTERNSHIP

**SMART Goal Framework**

Use the **S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime-bound approach:

- **Specific:** "Develop three social media campaign concepts" rather than "Work on marketing"
- **Measurable:** Include metrics like "Increase engagement by 5%" or "Complete 2 user research interviews per week"
- **Achievable:** Set goals challenging enough to stretch skills but realistic for an intern's experience level
- **Relevant:** Align with both business needs and the intern's career interests/academic background
- **Time-bound:** Establish clear deadlines and milestones throughout the internship

**Documentation Process**

- Create a written performance plan document that both you and the intern sign
- Create internal intern goal tracker
- Include both technical/hard skill goals and professional development/soft skill goals

**Collaborative Approach**

- Involve the intern in goal-setting conversations during their first week
- Consider their academic background and career aspirations
- Allow them to contribute ideas for projects that interest them

DEFINE PROJECT OBJECTIVES & DELIVERABLES

29

GENERAL OVERVIEW OF THE WORK AN INTERN WILL PRODUCE DURING THEIR ASSIGNMENT



Project Scoping

- Break down larger initiatives into intern-sized projects with clear boundaries
- Define what "success" looks like for each project
- Specify the resources available and any constraints (budget, time, tools)
- Identify stakeholders and collaborators for each project



Deliverable Specifications

- Clearly articulate what the final product should include (reports, presentations, code, designs, etc.)
- Define quality standards and acceptance criteria
- Establish review processes and approval workflows
- Determine how deliverables will be shared, stored, and implemented



Project Timeline

- Create a schedule with key milestones and check-in points
- Build in buffer time for unexpected challenges and learning curves
- Set regular review dates to assess progress and adjust expectations if needed
- Align project deadlines with the internship program calendar

COMMUNICATE WORKPLACE NORMS & STANDARDS

30

ENSURE INTERNS UNDERSTAND BOTH EXPLICIT AND IMPLICIT
EXPECTATIONS ABOUT WORKING AT YOUR ORGANIZATION



Professional Conduct

- Dress code expectations (particularly important in hybrid environments)
(NOTE: Social media sometimes normalizes workplace dress codes that are not appropriate for the workplace. Create a sheet of photos to show what appropriate workplace attire is for your organization. SEE DRESS CODE EXAMPLES for women and men)
- Communication etiquette (email response times, meeting preparation, etc.)
- Punctuality standards for work hours and meetings
- Confidentiality requirements and information handling protocols
- Social media and public representation policies (**Eastridge** can help formalize)



Work Process Standards

- Expected work hours and flexibility policies
- Time tracking and reporting procedures (especially important when **Eastridge** manages payroll)
- Leave request processes and notification expectations
- Quality assurance standards specific to their role
- Documentation requirements for their work
- Meeting participation expectations (camera on/off, preparation needed)



Compliance Requirements

- Safety procedures relevant to their role
- Required training completions and deadlines
- Reporting structure for concerns or issues
- Distinction between **Eastridge's** employment policies and your company's operational guidelines

Dress Code

Each workplace is unique.
Here are some dress code guidelines you
can provide for interns to help them
dress appropriately while maintaining
their personal style and adhering to
company standards.

WORK APPROPRIATE women





WORK APPROPRIATE men



Managing Performance Issues

Managing intern performance issues ensures their professional growth, maintains work quality, supports team dynamics, strengthens the talent pipeline, and fosters a positive internship experience.



1. Early Intervention Protocol



2. Coaching & Development



3. Progressive Feedback



4. Documentation Requirements



5. Escalation Process



6. Protocol for Performance-Related Actions





1. Early Intervention Protocol

- Establish weekly check-ins to identify issues before they escalate
- Create a structured observation framework for supervisors
- Implement a "quick feedback" system for immediate course correction
- Define clear performance indicators specific to intern roles
- Set specific timeframes for initial interventions (within first 2-3 weeks)



2. Coaching and Development Approach

- Pair struggling interns with experienced mentors
- Develop personalized improvement plans with measurable goals
- Provide access to targeted training resources and learning opportunities
- Schedule regular skill-building workshops
- Balance constructive feedback with positive reinforcement



3. Progressive Feedback Model

- Start with informal verbal guidance
- Progress to documented feedback sessions
- Validate performance reviews at 30, 60, and 90 days
- Include self-assessment components
- Integrate peer feedback when appropriate



4. Documentation Requirements

- Standardized templates for performance conversations
- Required supervisor notes with specific examples
- Intern acknowledgment of feedback received
- Progress tracking against improvement goals
- Digital repository for all performance-related documents



5. Escalation Process

- Clear threshold criteria for escalation
- Defined roles for direct supervisor, program manager, and department head
- **Mandatory consultation with Eastridge HR for:**
 - Performance issues lasting beyond 30 days despite intervention
 - Conduct violations or ethical concerns
 - Patterns of absenteeism or tardiness
 - Situations impacting other team members



6. Protocol for Performance-Related Employment Actions

- Required reviews before probation implementation
- Multi-stakeholder approval process for program termination
- Exit interview procedures
- Transition support options
- Opportunity for appeal or reconsideration

8 week Internship Checklist

Building a successful internship program can be overwhelming.

LET US HELP.



LET'S DO THIS

WEEK 1

ONBOARDING & ORIENTATION

- ☐ Welcome interns and introduce them to the company culture and mission.
- ☐ Provide necessary equipment, tools, and system access.
- ☐ Conduct HR orientation covering policies, expectations, and key contacts.
- ☐ Assign mentors and set up introductory meetings.
- ☐ Outline project assignments and initial goals.

WEEK 2

TRAINING & SKILL DEVELOPMENT

- ☐ Conduct training sessions relevant to interns' roles.
- ☐ Introduce interns to key team members and stakeholders.
- ☐ Review project expectations and refine objectives.
- ☐ Set up weekly check-ins with managers.

WEEK 3/4

PROJECT ENGAGEMENT & TEAM INTEGRATION

- ☐ Ensure interns start contributing to meaningful projects.
- ☐ Provide feedback on early work and address challenges.
- ☐ Facilitate networking opportunities within the company.
- ☐ Encourage participation in team meetings and discussions.

LET'S DO THIS

WEEK 5-6

MIDPOINT REVIEW & PROFESSIONAL GROWTH

- ☐ Conduct mid-internship performance review with feedback.
- ☐ Identify opportunities for interns to take on more responsibility.
- ☐ Offer career development workshops or mentorship sessions.
- ☐ Allow interns to present project progress to leadership.

WEEK 7

FINAL PROJECT EXECUTION & LEADERSHIP EXPOSURE

- ☐ Interns refine and finalize their projects.
- ☐ Offer exposure to leadership through meetings or presentations.
- ☐ Discuss career opportunities and potential full-time roles.

WEEK 8

WRAP-UP & NEXT STEPS

- ☐ Interns present final project results.
- ☐ Conduct final performance evaluation and provide feedback.
- ☐ Discuss future opportunities (return offers, referrals, etc.).
- ☐ Collect feedback from interns to improve the program.
- ☐ Celebrate the interns' contributions with a closing event.

Program Conclusion & Next Steps

A structured program conclusion and next steps ensure interns receive valuable feedback, reflect on key learnings, and understand future opportunities for growth or employment.



Final Presentations



Conversion Process



Program Wrap-Up



Post-Program
Engagement

Eastridge will help you manage and keep track of your intern alumni.

With that said, here's what we recommend when building your network of qualified talent.



MANAGING PERFORMANCE ISSUES IS CRUCIAL FOR INTERN DEVELOPMENT



Final Presentations

- Format and structure guidelines
- Audience and stakeholder involvement
- Evaluation criteria
- Logistics and scheduling



Program Wrap-Up

- Exit interviews and feedback collection
- **Eastridge manages offboarding and final paperwork**
- Client initiates equipment return
- Network maintenance guidance
- Alumni program information



Conversion Process

- Conduct final performance evaluations
- Assess full-time opportunity potential
- Develop conversion criteria and decision-making process
- **Eastridge manages employment transitions for converted interns**
- Create transition planning for successful conversions



Post-Program Engagement

Eastridge will help you manage and keep track of your intern alumni.

Assess full-time opportunity potential

- Maintain connections through an internship alumni network
- Establish communication channels for ongoing engagement
- Encourage high-performing interns to reapply or refer peers
- Develop campus ambassador opportunities
- Use data on conversion rates to refine and improve the program

WORKING WITH **EASTRIDGE**

Compliance Management through Eastridge

Legal Considerations & Compliance



STAY COMPLIANT WITH EATRIDGE



Compliance Management through **Eastridge**

- **Eastridge** ensures adherence to Fair Labor Standards Act (FLSA) guidelines
- Equal Employment Opportunity (EEO) compliance monitoring
- Verification and management of visa and work authorization requirements
- Industry-specific regulations management
- Academic credit requirements documentation (if applicable)
- Workers' compensation coverage and administration
- Unemployment insurance management
- ADA compliance support



Policy Development and Implementation

- **Eastridge** provides internship-specific employment policies
- Confidentiality and intellectual property agreements
- Social media and communication guidelines
- Remote work policies (if applicable)
- Alignment between **Eastridge** and client company policies



Risk Management

- Workplace safety training
- Information security protocols
- Anti-harassment and discrimination prevention
- Conflict resolution procedures
- Employment liability mitigation through **Eastridge**

LEGAL CONSIDERATIONS & COMPLIANCE

STAY COMPLIANT WITH EASTRIDGE



Program Assessment

- Intern satisfaction surveys
- Mentor feedback collection
- Manager feedback on program structure
- Business impact evaluation
- Return on investment analysis
- **Eastridge** service quality assessment



Key Performance Indicators

- Diversity metrics
- Project completion and quality measures
- Cost per hire
- Retention rates (for converted interns)
- Compliance efficacy measures
- Administrative time savings through **Eastridge** partnership



Continuous Improvement Process

- Annual program review with **Eastridge**
- Benchmark against industry standards
- Incorporate feedback into program design
- Document lessons learned and best practices
- Refine and update the program structure based on results

CONTACT

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