



The Albers Placement Center, the Career Engagement Office and many of our employer partners, are committed to providing enriching opportunities for Seattle U students, even if that means transitioning their internships from in-person to virtual/remote. We hope these tips and best practices are helpful in developing your internship programs.

BENEFITS TO EMPLOYERS OF REMOTE INTERNSHIPS

- Strengthen your full time hiring pipeline
- Larger, more diverse candidate pool (less geographical restraints)
- Time savings and increased employer productivity
- Space and equipment savings
- Student scheduling convenience

RESOURCES

- Check out our [Recruiting Guidelines & Policies](#)
- Ready to post a job/internship? [Visit Handshake](#)



TIPS FOR A SUCCESSFUL VIRTUAL INTERNSHIP

SET UP STUDENT FOR SUCCESS:

- Virtual on-boarding can be tricky, set aside time to prepare an on-boarding meeting/orientation for the intern
- Clearly communicate expectations at the start of the internship
- Ensure the student has access to essential technology, information, and resources

CLEAR COMMUNICATION:

- Utilize technology and identify what tools work best for you and your colleagues
 - Seattle U students have access to Zoom and Microsoft Teams
- Establish recurring check-in meetings
 - One at the start of the week (Monday) and one towards the end of the week (Thursday/Friday)
- Utilize chat tools for quick questions and check-ins throughout the week

CREATE A SOLID WORK PLAN:

- Consider project-based work
- Set specific expectations and deadlines
- Establish communication expectations : EOD status email, chat, or phone call
- Consider reaching out to other departments for additional projects

BUILD COMMUNITY FOR THE INTERN:

- Set up time for interns to meet each other and collaborate throughout the internship
- Set up time for interns to connect with coworkers and colleagues (virtual coffee dates, lunches, or happy hours)
- Consider implementing a mentor program

OTHER WAYS TO GET INVOLVED "ON-CAMPUS"

- Partner with the APC or CEO to host a webinar, Lunch & Learn, or Career Panel
- Host a company/industry information session, Coffee Chat, AMA (Ask Me Anything), A Day in the Life sessions, etc.
- Post jobs, internships, events to Handshake

QUESTIONS? We are here to help.

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