

INTERNSHIP IN A BOX

BLX



**RESOURCE
GUIDE**

BLXINTERNSHIP.ORG

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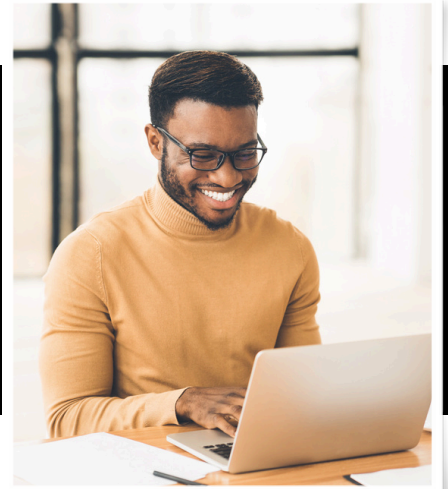
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INTRO SETTING EXPECTATIONS



This guide is intended to make it as easy as possible for you and your firm to hire, onboard, and retain the next generation of talent at your firm. The audience for this guide are firms participating in the BLX Internship Program and includes both solo firms that are making their first hire up to enterprise firms with a robust human capital strategy. Feel free to jump around to the sections that are most useful to your situation.

Since the BLX Internship Program was launched in the Fall of 2020 we have learned many lessons and have honed our processes through trial and error. We are excited to share our best practices to help shorten your learning curve with your internship program.

Even though we strive to make this process as easy as possible, it is important to set realistic expectations. Hiring an intern, like hiring any new team member, should not be taken lightly. **You need to invest time to make sure the onboarding, training, and retention of your new team member is successful for all parties involved.**

With that in mind, here is our reference guide to make your next hire your best hire.

UNDERSTANDING YOUR “WHY”

Before you embark on your hiring journey, it is important to reflect on your “why” for participating in the BLX Internship Program. In general, there are two main reasons for hiring an intern:



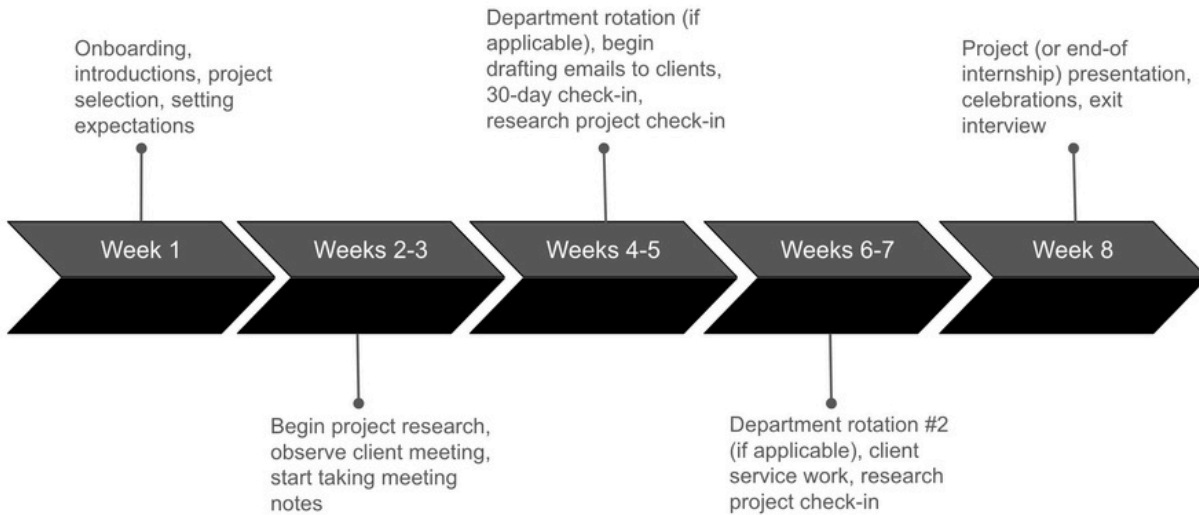
1. You want to develop your talent pipeline

2. You want to give back to the profession and/or broaden your own perspective

Both reasons are valid. However, you need to decide what your primary objective is because that will influence the rest of this process. Both you and your intern deserve to know if this is a summer-long interview or to advance the industry and build their resume.

SAMPLE 8-WEEK SYLLABUS

While 8 weeks is the minimum time period for your internship, we recommend a 10-12-week internship program. Many times it takes 1-2 months just to get your intern ramped up before they are productive members of your team. So it is really in months 2-3 that they can work at a high level and provide a lot of value to your firm.



SAMPLE PROJECTS FOR YOUR INTERN

We want your internship program to be a meaningful experience for both the intern and your firm. While we won't tell you what you can or can't do with your intern, we hope you will give them exposure to all parts of the business and give them meaningful work. The most successful internships include a wide range of tasks. In advance of the internship, we recommend compiling a list of projects your intern could work on.



Get More Info:

For more information about using BLX to host your next intern, please email info@blxinternship.org and we will set up a meeting to see if we are a good fit to work together.

