



Frequently Asked Questions - Employer

- **How will my company benefit from having an EVCC Intern?** You will become a community partner with Everett Community College which will provide your company with increased visibility and an enhanced image for your organization on campus and in the community. You will have an outstanding source of motivated pre-professionals. Your company will receive new perspectives from well-trained, enthusiastic students. You will have access to quality students for temporary positions and a cost effective method of recruiting potential employees.
- **How long do internships last?** An internship is generally the length of an academic quarter or when the student meets the needs of their course and the employer. Students earn 1 credit for every 50 hours of work.
- **How do I hire an EVCC intern?** We ask that all employers create an account on our online job center (www.everettcc.edu/ic). Once your profile is created and approved you will be able to post internship openings on the job board. You will determine your hiring process.
- **Do I have to pay my intern?** Internships can be paid or unpaid. However, since many students are paying for all or part of their college costs, paid internships are highly sought after. We ask that you consider the value you'll get from the intern and pay accordingly. Some employers prefer to pay an hourly wage while others will provide a stipend upon completion.
- **What are the guidelines for unpaid internships?** The U.S. Department of Labor (DOL) has developed six criteria for differentiating between an employee entitled to minimum wage and a learner/trainee who, while an employee, may be unpaid. The criteria are:
 - The training, although it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
 - The training is for the benefit of the students.
 - The students do not displace regular employees, but work under the close observation of a regular employee or supervisor.
 - The employer provides the training and derives no immediate advantage from the activities of students, and, on occasion, the operations may actually be impeded by the training.

- The students are not necessarily entitled to a job at the conclusion of the training period.
 - The employer and the student understand that the student is not entitled to wages for the time spent in training.
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- **What are my responsibilities as the employer during an internship?** Once an intern has been selected, you will need to complete the Student – Employer Agreement form. You will also need to provide the student, meaningful and challenging work related to the students field of study. You must assign a supervisor that will be available to the student for guidance and support. Participating employers must provide a safe, workplace in accordance with state and federal EEO laws. At the end of the internship you will need to fill out a brief evaluation of the students' performance.
 - **What are characteristics of a good internship experience?** Insuring that the student is aware of the company culture, policies, and procedures is the key to a good internship experience. One way to achieve this is through an orientation. Plan ahead and provide the intern with projects and allow student interns to observe professionals in action.