

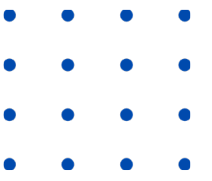
Onboarding and Mentoring Best Practices for Interns



Elevate+



Today's Agenda

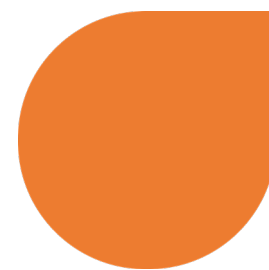
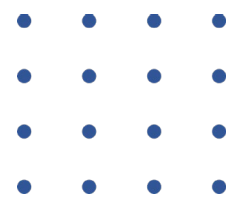


- Why Interns? The Value They Bring
- Setting Interns Up for Success—The Mentor's Role
- Creating a Meaningful Experience—Identifying Projects
- Setting Clear Expectations from Day One
- Structured Onboarding—Sample Schedule
- The Art of Giving Constructive Feedback
- Ongoing Support—Mentoring Beyond Onboarding
- Wrapping Up the Internship—Next Steps
- Programming Dates Summer 2025



But first...

Welcome!



Why Interns? The Value They Bring



- Fresh Perspectives: Interns bring new ideas and energy
- Workforce Development: Investing in future professionals benefits the sector
- Mission Alignment: Interns help advance your organization's work in meaningful ways





Setting Interns Up for Success – The Mentor's Role



- You don't need to be a formal manager, just a supportive guide.
- Think of yourself as a **coach, connector, and encourager**.
- Key mentoring elements:
 - **Providing Structure:** Clear expectations and timelines
 - **Guidance & Encouragement:** Checking in regularly
 - **Feedback & Growth:** Helping interns develop skills



Creating a Meaningful Experience - Identifying Projects



Assign work that is:

- Relevant – Aligns with both intern skills and organizational goals
- Challenging But Doable – Provides opportunities for growth
- Impactful – Shows interns their work matters

Be intentional about scope: Ensure projects are well-defined and realistic for the internship timeframe.

Setting Clear Expectations from Day One

- Interns need clear guidance, even on things that may seem obvious
- Set expectations around:
 - Work hours and availability
 - Communication preferences
 - Project goals and deliverables
 - Professional behavior and etiquette
 - Expectations Conversation



Structured Onboarding – Sample Schedule



DAY 1

Orientation & Welcome

- Meet & Greet: Introductions to the team
- Overview of the organization's mission and work
- Facility tour and tech setup
- Review handbook/resources



DAY 2

Project Overview & Training

- Deep dive into assigned projects
- Introduction to tools/processes used in the role
- Set first-week goals and initial assignments



Structured Onboarding – Sample Schedule



DAY 3

Hands-on Work & Check-ins

- Begin supervised tasks with mentor support
- Identify skill-building opportunities
- Set up weekly check-in meetings

The Art of Giving Constructive Feedback

Feedback is essential – interns need guidance to grow.

- Use the "Start, Stop, Continue" framework:
 - Start: Encourage new behaviors or skills
 - Stop: Gently correct unproductive habits
 - Continue: Reinforce strengths
- Timely, Specific, Actionable –

Avoid vague feedback like "Good job!" Instead, say:

- "You did a great job organizing that report. Next time, why not try summarizing key takeaways at the top to make it easier to read."



Ongoing Support - Mentoring Beyond Onboarding



- **Regular Check-ins:** Don't assume "no news is good news."
- **Encourage Questions:** Normalize asking for help.
- **Professional Development:** Share career advice and networking opportunities.
- **Celebrate Progress:** Recognize achievements, even small wins.



Wrapping Up the Internship – Next Steps



01

FINAL REFLECTION CONVERSATION:
WHAT DID THEY LEARN?

02

OFFER CONSTRUCTIVE FINAL FEEDBACK:
HELP INTERNS SEE THEIR GROWTH

03

PROVIDE CAREER ADVICE & CONNECTIONS:
INTRODUCE THEM TO RELEVANT CONTACTS

04

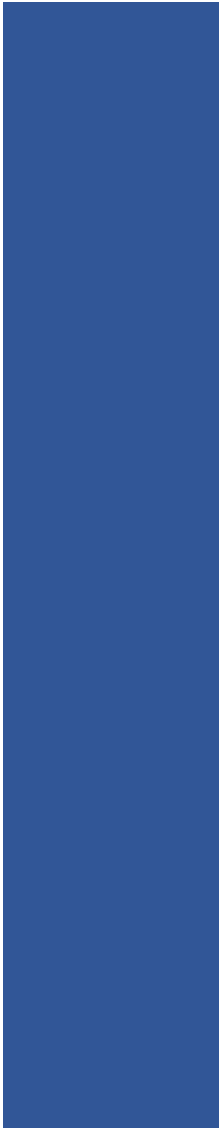
ENCOURAGE FUTURE ENGAGEMENT:
CONSIDER WAYS TO STAY IN TOUCH.



Programming Dates Summer 2025



Date	Event Name	Time
Wed, Apr 30, 2025	Elevate+ Job Readiness (Option 1) – Virtual	7 – 8:30 pm
Tue, May 13, 2025	Elevate+ Job Readiness (Option 2) – Virtual	7 – 8:30 pm
Wed, May 28, 2025	Elevate+ Job Readiness (Option 3) – Virtual	7 – 8:30 pm
Thu, Jun 5, 2025	Elevate+ Masterclass: Mastering LinkedIn for Success	12 – 1 pm
Wed, Jun 11, 2025	Elevate+ Masterclass: Dynamic Communication: Uncover Your Superpower	12 – 1 pm
Tue, Jun 17, 2025	Elevate+ Meet & Greet Event for Elevate+ Interns – Virtual	4 – 5 pm
Wed, Jun 25, 2025	Elevate+ Speaker Series: Speaker #1 – Virtual (open to interns & mentors)	12 – 1 pm
Wed, Jul 9, 2025	Elevate+ Midsummer Check-in Call – Virtual	3 – 3:30 pm
Fri, Jul 11, 2025	Elevate+ Networking Event – Cleveland (In-person)	10 am – 4 pm
Wed, Jul 16, 2025	Elevate+ Speaker Series: Speaker #2 – Virtual (open to interns & mentors)	12 – 1 pm
Fri, Jul 18, 2025	Elevate+ Networking Event – New Jersey (In-person)	10 am – 3 pm
Thu, Jul 24, 2025	Elevate+ Speaker Series: Speaker #3 – Virtual (open to interns & mentors)	12 – 1 pm
Fri, Jul 25, 2025	Elevate+ Networking Event – Connecticut (In-person)	10 am – 3 pm
Tue, Aug 5, 2025	Elevate+ Intern Call: Summer Wrap-Up & Next Steps – Virtual	12 – 1 pm
Thu, Aug 7, 2025	Elevate+ Masterclass: Recruiter Tips and Strategies – Virtual	12 – 1 pm





Closing Out



Next steps

- Wage reimbursement process
- Internship Check-In Points for both hosts and interns
 - 2-week questionnaire
 - Mid-summer check-in call (virtual group call)
 - End of internship survey



Thank You.



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 www.elevate-plus.org

 www.elevate-plus.org/for-mentors