

NH

INTERNSHIP TOOLKIT



Developing The Talent of Tomorrow

stayworkplay
NEW HAMPSHIRE

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INTRODUCTION



IN THIS TOOLKIT...

you will find materials that will assist you with creating a robust internship program for your organization. As the only entity in New Hampshire that is 100% devoted to increasing the number of young people who stay, work, and play in the Granite State, being a conduit in promoting the workforce opportunities of New Hampshire employers to young talent is part of our everyday work.

In discussions with employers throughout the Granite State, there are a multitude of challenges the businesses in our state are facing when it comes to finding new staff – a low unemployment rate, increased competition for employees, growth in business with little time to create a formal internship program, impact on staff oversight and workload, a lack of an official human resources department, etc.

This guide will help you to determine how your company could benefit from the knowledge and talent of a student and how a student could benefit from participating in an internship with your company. Included you will find best practices, legal information, sample documentation and checklists, in addition to contact information for those that can be great resources in the development and management of an internship program.

The goal for this toolkit is to assist with creating a formal program for employers to develop a talent pipeline for their current and future staffing needs. As students step into internships, they are provided real-world experience with New Hampshire companies, which ultimately may lead to permanent job placement. This cultivates a strong workforce pipeline in the Granite State – and directly impacts the state’s economic future.

Please note that not all the information needs to be used, but can serve as a tool to be used at your company’s discretion.



stayworkplay
NEW HAMPSHIRE

Stay Work Play NH's goal is to encourage students, 20 and 30 "somethings" to stay in, come to, or "boomerang" back to New Hampshire. Our organization is the only one in New Hampshire that is 100% devoted to increasing the number of young people who stay, work, and play in the Granite State.

MISSION

"To work collaboratively across New Hampshire to support ongoing economic, workforce, and community development by promoting the state as a favorable place for young workers and recent college graduates to stay work or play when considering employment and lifestyle opportunities."

INTERNSHIPS

IN·TERN·SHIP

'in,tərn,SHip/ noun

The position of a student or trainee who works in an organization, sometimes without pay, in order to gain work experience or satisfy requirements for a qualification.

Just as employers vary in size, industry and product, the term internship can come to mean a variety of definitions. As developing a quality internship program is an ultimate goal for this guide, it will reference the universal definition of “internship” from the National Association of Colleges and Employers ([NACE](#)):

“An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. “

Essentially, an internship is an educational learning opportunity that takes place out of the classroom providing students with real-world experience and allows employers the opportunity to “test-drive” students for recruitment. By developing this workforce pipeline, businesses have the opportunity to find potential future employees – leading to permanent job placement.

WHY HAVE AN INTERNSHIP?



Whether a newly formed business, a nonprofit organization or an established company, internship programs provide employers many valuable benefits any business can use, including assistance with accounting, marketing, research, IT services, human resources - to name just a few areas where interns can provide assistance. Companies with multiple departments can create internships specific to the tasks and projects they are in need of – all of which can affect the bottom line.

Benefits to Employers

- Try out young talent
- Fresh perspective and ideas
- Use current technology to increase the organization's intellectual capital
- Enhance team's productivity
- Accomplish long-term goals or objectives
- Increase diversity and access students with special skills and/or knowledge
- Provide a management opportunity for mid-level staff
- Provide full-time employees with more time to focus on other essential tasks
- Year-long source of motivated pre-professionals
- Ability to retain interns as new hires making for lower training costs and turnover

Benefits to Students

- Gain real-world work experience
- Develop skills and abilities
- Expands professional and personal networks
- Boosts resume
- Earn college credit and fulfill degree requirements
- Discover a valuable career path or field of study
- Become more connected with their local communities
- Can lead to a full-time, permanent position

Benefits to Communities

- Prepares, develops and creates a local, future workforce
- Building relationships between students, workforce, education, and business, the community's talent will be more likely to remain in the area – preventing "brain drain"
- Strengthens relationships with local colleges and universities and increases visibility on campus

TYPES

One of the first steps in moving forward with an internship program is to determine the scope of work your company needs and the type of internship you will be offering. How many hours per week do you want the intern to work? Keep in mind, during the school year, they will be meeting academic requirements. There are several considerations:



Credit bearing or non-credit bearing

Students should meet with their career services advisor for more information on what's involved with a credit bearing internship, as they may be responsible for additional reporting requirements for fulfillment. With internships gaining in popularity, some schools are making an internship a requirement for graduation. Additionally, most schools will offer academic credit to those looking to be part of an internship experience. Ultimately, it falls to the student to assume the responsibility of looking into getting the requirements for receiving the credit. Requirements may include a specific amount of credit hours, paperwork completion, a written or oral presentation or report, site visits or a discussion between employer and point of contact at school.

Paid or unpaid (find more under 'Internship Compensation')

Duration

Internships normally run during the course of an academic semester, though this may vary depending on the needs of your business and the availability of the student.

- Fall internship – Generally run from the end of August/beginning of September through December.
- Spring internship – Generally run from sometime in January through the beginning of May.
- Summer internship – Generally run between the spring and fall semesters.
- Other timeframes may be available and would need to be arranged with the student and the institution's career services department.

Time commitment

- Students may be required to fulfill a minimum amount of internship hours if they are seeking academic credit.
- Full-time or part-time hours (to be determined by the supervisor and the student).

DEVELOPMENT

DEVELOPING A QUALITY INTERNSHIP PROGRAM

Just like employers vary in size and industry, internships should not be treated the same. Designing an internship program should be specific to your business needs.

What kind of program will work best for you?

Developing an internship program specific to meeting your company's needs must take shape by including the key players. Brining in various members of higher and mid-level management to discuss upcoming goals and projects can provide great insight as to the position you are looking to fill. Coming up with project deadlines, written goals, expectations and outcomes will help for making for a great experience. This will address concerns with management and staff. Reach out to members of management to detect their needs and develop necessary positions. Also consider why an intern would find it beneficial to work for you.

Take the following into consideration when thinking about developing a program:

- What are the main goals of your company's internship program? Do you need assistance with research or a specific project? Will you be using the program to act as a pipeline for potential full-time employees? Examine your current recruitment needs to see if there are upcoming positions to be filled, certain skill sets that are needed or positions that are difficult to hire for.
- What do you want the intern to learn while they are at your company? What types of educational opportunities can you provide to the intern? Look at the current work activities to see if there are projects that need be started or completed. Consider projects that are not only beneficial to your organization, but will provide for an educational opportunity (and potentially challenging) to the student.
- Who would be the best person/supervisor for the intern to work with? Can this person serve as the main point of contact with the university? Select an individual who has the resources and time to dedicate to making the internship experience a successful one for the intern and the company.
- Would having an intern be beneficial to members of management and other staff members? Potentially by providing managerial or supervisory experience opportunities?
- Does your company have the resources and the space in which to accommodate an intern? What tools would you need to ensure the intern was able to complete their work effectively?
- Are specific skills or knowledge required to fulfill the work to be accomplished?
- Are you looking for certain requirements of the students? Majors or programs of study? Year in school? GPA?
- Can your internship provide additional professional development opportunities such as networking or attending events, workshops, conferences, etc.

INTERNSHIP COMPENSATION

The most frequently asked question is how much an intern should be paid. Though pay is a competitive factor in an intern's decision – ultimately, they are looking for a meaningful experience. Interns make for great workers – they are excited to learn, want to make a good impression and are looking for permanent employment opportunities. The small investment on wages (and potential benefits) could provide for future, long-term employees. When possible, paid internships should be your first choice. Minimum wage or even a simple stipend can be considered a great benefit to an intern.

Under the [U.S. Fair Labor Standards Act \(FLSA\)](#), an internship must satisfy the following seven criteria before it is considered unpaid:

- The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
- The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
- The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
- The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.
- The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.
- The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
- The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.



5 QUICK TIPS

Determine needs and set goals for the program

Define a work-plan

Recruit a qualified intern

Manage the Intern

Conduct evaluation and follow-up

Paid Internships

Paid internships may lead to broader scope of interested candidates and the rate can be either an hourly or salary. The amount an intern should be paid will often vary upon industry, scope of duties assigned, if there are additional compensation benefits provided, etc. Generally speaking, compensation for an intern is \$11.00 – 14.00 although some employers may pay as much as an entry-level position.

Unpaid Internships

- In the state of New Hampshire, it is required that any internship position that is unpaid or considered “sub wage” (under New Hampshire’s minimum wage amount of \$7.25) must receive the [New Hampshire Department of Labor’s](#) (NH DOL) approval prior to pursuing.
 - Complete the employer portion of the [‘Application for Pre-Screening of School to Work Business Partner’](#) form. The institution you are working with will complete their portion. The completed form should be emailed to InspectionDiv@dol.nh.gov.
 - Your business’s identity will be verified and will be evaluated to ensure you have workers’ compensation coverage (if applicable) and the establishment of a safety program (if applicable). You should have a response within five business days.
 - Once approved, your business name will be listed on the list of [‘Approved Sites’](#) and a member of the educational institution will be in touch with next steps. Your business is good for one year from time of approval.
- Next, in conjunction with the internship coordinator at the educational institution, you will be asked to complete the [‘Approval Form for Non-Paid Work-Based Activities.’](#) Have a copy of the internship position description handy. Once the employer portion is completed, the completed form should be emailed to InspectionDiv@dol.nh.gov with a cc to the internship coordinator for their records.

Alternative Forms

- Stipend – Generally a modest amount that is provided at the end of the internship. The amount may be determined based on the student’s performance.
- Events and Workshops – Providing an opportunity for an intern to gain new skills and experiences by attending professional off-site events and workshops. As most of these types of experiences are not a typical part of a student’s budget, this can be an appealing perk.
- Training – Students may not use or have access to professional software or applications while in school. Teaching them how to use customer relationship management software, communication and collaborative tools, photo and editing software and cloud based services will help them be more productive throughout their internship and provide long-term benefit.
- Meals and transportation – Many college students have a frugal budget when it comes to expenses. Provide complimentary food, coffee or other beverages during an internship is an attractive prospect. Similarly, compensating gas, parking, toll and/or public transportation costs helps with travel expenses.

CREATING A JOB DESCRIPTION

As an internship should be an educational experience, there needs to be an educational component to the program. The work activities should be complementary to the intern's major and program of study and be considered as part of the student's academic program. *An internship is not a job and should not, in any way, replace a permanent employee.*

However, similar to creating a position description for an employee, one will need to be created for an internship position. This description will be used to measure goals and accomplishments made during the duration of the internship. In drafting the description, make a list of the goals to be achieved and the various activities that will need to be completed in order to reach these goals.

The description will include position information and the roles and responsibilities for an ideal candidate to be used during the recruiting process. Be sure to clearly explain the duties of the intern. Consider including the following components to the description:

- Employer name and location
- Position title
- Duties and responsibilities associated with the position
- Name of the department in which the internship will be performed
- Expectations regarding outcomes of the projects/tasks
- Required/desired majors, year in school or GPA
- Qualifications or special/technical skills that are needed to perform duties
- Duration of internship and time requirements (weekly/total amount of hours)
- Number of openings
- Compensation and/or other benefits
- Application materials and process - how to apply and materials to include (cover letter, resume, portfolio, samples, etc.) and contact person's information

See '[Sample Intern Position Description – PR & Marketing Internship](#)' for a completed description. Use this as a template when determining a format that will be helpful in creating a position listing for your company.



Develop challenging work that can be accomplished during the intern's time with the company.

RECRUITMENT

RECRUITMENT EFFORTS

Now that the description is complete, it's time for getting the word out about your open position. It is recommended that you begin your recruitment efforts no later than four months prior to the start of the internship. With a low unemployment rate in the state and a competitive market, it is crucial to post internships early and use multiple platforms to share the opportunity. There are several resources that are available to you, both online and off.

Average # of months in advance of start date that employers begin recruiting interns
([NACE 2018 Internship & Co-op Report](#))



Online

- [NHInternships.com](#) – Stay Work Play has its own database geared for New Hampshire employers only. Employers may post for free with unlimited positions and as often as necessary. This open resource is unique in that students currently enrolled in higher education in New Hampshire (retention), *and* students native to the state that are enrolled in school elsewhere, have access to the platform (attraction). *[NHInternships.com](#) serves as a great opportunity for New Hampshire employers to connect with students at NH colleges and universities, as well as NH students attending out-of-state schools who are looking for summer internships in their home state.*
- College and university career management systems – The online management systems can be found by visiting each of the college and university websites. In addition to posting internship and employment opportunities, resources and information about career fairs will be listed on the portals.
- Online job boards – National databases, such as [Internships.com](#), [Indeed](#), [WayUp](#), [CareerBuilder](#), are other popular options in which to search and post available internships.
- Social Media – Use strong keywords when promoting your available internship positions through social media channels like [LinkedIn](#), [Facebook](#) and [Twitter](#). LinkedIn and Facebook allow companies to publish in-depth positions.

Career Fairs

This is a great opportunity to get in front of students and tell them more about your company and its available positions. Encourage staff and members of management to get involved in this part of the recruiting process. Also consider inviting current/past interns to speak on behalf of their experience. Having young people at your table will offer a peer perspective to the potential applicants. Students should be prepared with resumes and questions - wanting to know more about your company and the work that you do. As this is an in-person event, it may provide for an opportunity to schedule an interview following the first meeting.

Partnerships/Relationships

- Career advisors - Each post-secondary institution has a department dedicated to building relationships with employers. By creating strong, lasting relationships with the individuals in these offices, employers have a direct connection to students and the talent you are seeking – and can greatly reduce the amount of time finding ideal candidates. Find contact information for New Hampshire’s colleges and universities at the [‘Career Advisor Directory’](#) at the back of this toolkit.
- Professors/Coaches/Student Groups – Forming relationships with professors, coaches and the leadership of student groups will provide another direct line of recruitment. As these individuals are connected with students on a regular basis, they are aware of the scope of talent in their classroom.
- Guest Speakers – Participate in the classroom! Send an ambassador to speak on behalf of your company, its work and vision, and the opportunities for students and their career paths.
- Referrals – Ask interns that have had a successful experience with your internship to share the information with others. They may know other students that are looking for opportunities and would be willing to connect your company to their peer network.



**Find a great recruit?
Incorporate their skill set
within an internship program.**

**Connect with career
advisors to create
position opportunities.**

SELECTION AND INTERVIEW PROCESS

The internship may be the first professional experience for a student. Their resume may include involvement with a volunteer organization, a student or athletic group on campus, part-time work experience, or academic achievements. The skills gained from these experiences can often be transferred into a professional work environment. You will be spending time (and potentially money) on this candidate getting them acclimated to your company, so choose someone you consider to make a good employee, especially, if your company is building a workforce pipeline of young talent.

You've found several potential candidates and you are ready to begin the interview process. Once you've determined your top candidates, arrange interviews in a timely fashion - ideally within three to five days. The process is similar to that of hiring a permanent employee and will give you an opportunity to determine if the candidate has the skills and abilities you are seeking, has done research on your company and will be a good culture fit with your team.

Use the ['Intern Interview Questions'](#) as a guide for prepping for interviews.



Limited on time? Consider an initial screening with a phone interview.

After a group of applicants are selected and there is interest in bringing them on your team, contact references and perform background checks (if applicable). Each candidate should receive follow-up communication (via email, letter or telephone) after the interview, either to offer the position to the intern you would like to have as part of your team or to say “no thank you” to the applicants that do not match your requirements. For examples on language to use when communicating with candidates, please see the [‘Interview Follow-Up’](#) template.

Upon the acceptance of an offer from a student and in preparation for orientation, you will want to provide them with:

- Start date and time
- Directions and parking information
- Compensation
- Attire
- Topics and discussion points covered during orientation
- A list of items to come prepared with (i.e. identification, equipment, etc.)

PREPARING FOR THE INTERN

In preparing for the intern, establish a dedicated workspace and gather the equipment that will be available for the duration of their internship. Once goals, compensation, the workspace and a general description of the position are identified, the next step is producing a work plan. This plan will include the purpose, expectations and timelines of the position and should involve the insight of the supervisor that will be working directly with the intern.

Identifying the appropriate individual that will act as the intern’s supervisor will ensure the success of the intern. This person will be the one overseeing the intern’s performance, answering questions, providing appropriate feedback and support, managing expectations and deliverables during the intern’s time at your company. The supervisor can act as the main point of contact with the educational institution as well.

To give your intern a sense of their various tasks and responsibilities, create a work plan. This should include daily/weekly/monthly goals so the intern can understand they will be held accountable for the work they are producing – this helps to establish a foundation for a solid work ethic. Use the [‘Internship Work Plan’](#) template as a reference.

ORIENTATION

The onboarding process is instrumental in setting the stage for the internship. Their orientation will serve as the first impression of your company and will set the expectation of the internship. Relaying information about the company's vision and mission, goals, structure and activities will showcase how the company operates and the role the intern plays in the company. Use the '[Sample Orientation Outline/Checklist](#)' as a tool in organizing the first steps of orientation.

Prior to the intern starting

- Set-up organized workspace and provide necessary equipment
- Create intern's company email address and login credentials for necessary applications and databases
- Connect with supervisor about start date and other relevant onboarding information
- Create student's intern folder
- Develop work plan
- Print necessary first day paperwork materials

The goals of the orientation should be to:

- Introduce the organization, its mission and the intern's role
- Review job description and expectations
- Tour facility
- Make introductions to staff and management team
- Show how to use necessary office equipment
- Provide overview of company policies and procedures
- Complete onboarding paperwork
 - [Form W-4](#)
 - [Form I-9](#)
 - [New Hire Reporting Form](#)
 - Additional paperwork - payroll, acknowledgements, etc. (if necessary)

23.6 Days

Average time from interview to offer
([NACE 2017 Recruiting Benchmarks Survey Report](#))

MANAGEMENT

MANAGING AN INTERN

The relationship of the supervisor and the intern is an important one. This is an opportunity to understand how to work with the incoming workforce and incorporate them into the future workforce of your company. The student will look to their supervisor as a key individual in kick-starting their professional experience. Supervisors should be providing ongoing, honest, formal and informal feedback to the intern throughout the internship – open communication is key. Feedback regarding the progress of the intern will assist in evaluating their level of readiness in the workplace and allow for your company to reflect on the success of your program. During the time of the internship, the educational institution may ask for progress reports or an evaluation for grading.

When monitoring an intern's progress:

- Provide a detailed explanation of expectations – this could be a student's first professional experience!
- Schedule regularly occurring meetings
- Be aware of the daily/weekly/monthly tasks
- Set goals for completion of tasks and projects
- Provide opportunities for increased responsibility as the internship develops
- Encourage the intern to keep a portfolio of their work
- Half way through the internship, if not before, an '[Intern Progress Review Form](#)' should be completed to evaluate the intern's progress. This document will serve as a reference guide in tracking the development of the intern to ensure they know where they stand and are working to meet the goals of the position.



Students may be disappointed if they are bored or stagnant. **CHALLENGE THEM!**

CONCLUSION OF AN INTERNSHIP

Evaluating the intern at the close of the internship is as beneficial to the student as well as to the company. Develop a formalized document (similar to the '[Intern Progress Review Form](#)') to present to the intern prior to them leaving. In addition to having a discussion via an exit interview. Use competencies to evaluate the skills, abilities and knowledge of the intern, and the program goals and their outcomes, to measure and evaluate the success of the intern. Use the '[Intern Evaluation Form](#)' as a template for your appraisal.



You may also choose to follow up with an in-person exit interview. In the interview, use this opportunity to ask the student about their honest experience. This should include feedback about their individual progress, but also include specifics to the internship program in and of itself – providing your company with feedback that can help you improve upon future programming. In addition to the intern's supervisor, think about including a member of human resources or other department managers in the conversation.

Consider the following conversation:

- Discuss intern's strengths and areas of opportunity. What did the student excel at? What could they work to improve upon?
- Discuss intern's career goals and plans. What did they learn from the internship that may impact their future?
- Did the intern meet or exceed the expectations?
- Discuss the success of measurable goals. Were goals and deadlines met for assignments?
- What motivated the intern to take this position?
- What does the intern recommend to improve upon the internship program? Include recruitment, orientation, communication, etc.
- What tools or resources would have made the intern become more efficient or productive in their position?
- Is there something that the intern was hoping to accomplish or learn that wasn't covered during the duration of the internship?
- To improve upon future programming, what does the intern wish they had known prior to the internship?
- Schedule the exit interview for the final day of the internship. Encourage the intern to be honest and candid in their responses – let them know that their feedback will be taken into consideration for future internship programming. Knowing that they have the opportunity to be open and communicate their experience will show that your company cares about their opinion and making the program a successful outcome for future participants.

45.6% Days
Average conversion rate from
intern to full-time hire
([NACE 2018 Internship & Co-op Report](#))

BEST PRACTICES

Start recruitment early.

On average, posting about the opportunity should take place 6 – 8 months before you want the position filled. And the position should be posted no later than 3 – 4 months prior to the start of the internship – if you want to remain competitive.

Provide interns with a meaningful work.

This will likely impact the success rate of your intern. The more you involve them with the processes and showcase how the work they are doing influences day-to-day operations or will impact the bottom line, the intern will have a better understanding of why they are doing the work. Appreciation and completion is very important. Also, by the student having sole responsibility of a task or assignment gives them a sense of accomplishment and pride knowing that are part of a team.

Preparation is key.

Take the time to develop and create a solid onboarding plan. This will directly contribute to the success of your intern and potentially having them as a permanent member in your company.

Establish relationships with the career services and employer relations departments.

All of the New Hampshire colleges and universities have a department that is dedicated to the placement of their students. These individuals are key to providing direct and consistent talent in your workforce pipeline.

Provide interns with resources.

Just as your company is using this toolkit as a resource, students benefit from using resources in developing their “professional” toolkits. Give them the tools to be successful at your company - information about your company, organizational charts, articles, share accolades and awards, and ways in which to connect with their colleagues.

Offer opportunities for varied work assignments.

Invite the student to attend meetings, off-site events, and business and networking opportunities. This will show them a different side of the business world, which will lead to long-term engagement. Coach them on this type of involvement and how to be successful in meeting new people in these settings – it may lead to a positive impact on your business.

Find an appropriate supervisor.

This person will serve as the direct point of contact for your intern. Assigning a person that can engage with an intern and help guide them while at your company will be instrumental to the intern and the program's success.

Help interns network within the company.

Find staff members that are willing to share their stories and experiences. This gives an opportunity for the student to ask questions about employees and their professional development. They may ask for advice or insight as how best to perform a function of their position.

Provide regular feedback.

For most interns, this will be their first professional experience. Offer them feedback and provide coaching opportunities. Knowledge is key – the more they have, the more successful the student will be.

Ask for feedback.

As a staff person, you view day-to-day operations much differently than that of a new person. Have the intern tell you how they believe the agency is doing/did with the program. This information can be used for creating new programs, and develop and improve upon existing ones.

Keep in touch with interns.

Not only does this allow you to develop a close relationship with this person, it may lead to a future permanent placement opportunity. You may be able to use them as a brand ambassador in promoting future openings.

LEGAL INFORMATION

School-to-Work Information (NH Department of Labor)

- [School-to-Work Information](#)
- [School-to-Work FAQs](#)

United States Fair Labor Standards Act (FLSA) – updated January 2018

- Under the [U.S. Fair Labor Standards Act](#), an internship must satisfy the following seven criteria before it is considered unpaid:
- The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
- The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
- The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
- The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.
- The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.
- The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
- The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

Paid and Sub-wage/Unpaid Internships

Paid internships – Complete:

- [Form W-4](#)
- [Form I-9](#)
- [NH Employment Security New Hire Reporting Form](#)

Unpaid internships – Complete:

- Portion to be completed by educational institution and your company: Pre-Screening of School-to-Work Business Partner. Once completed, email a copy of the form to InspectionDiv@dol.nh.gov and “cc” the educational institution.
 - Once approved, your company will be notified and listed on the [List of Pre-Approved Work Sites](#).
- Portion to be completed by educational institution and your company: Approval Form for Under Wage or Non-Paid Work-Based Activities. Once completed, email a copy of the form and the position description to InspectionDiv@dol.nh.gov and “cc” the educational institution.
- [Form W-4](#)
- [Form I-9](#)
- [NH Employment Security New Hire Reporting Form](#)

Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).¹

Background

The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

The Test for Unpaid Interns and Students

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.² In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

¹ The FLSA exempts certain people who volunteer to perform services for a state or local government agency or who volunteer for humanitarian purposes for non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation, for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships for public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible.

² *E.g.*, *Benjamin v. B & H Educ., Inc.*, --- F.3d ---, 2017 WL 6460087, at *4-5 (9th Cir. Dec. 19, 2017); *Glatt v. Fox Searchlight Pictures, Inc.*, 811 F.3d 528, 536-37 (2d Cir. 2016); *Schumann v. Collier Anesthesia, P.A.*, 803 F.3d 1199, 1211-12 (11th Cir. 2015); *see also Walling v. Portland Terminal Co.*, 330 U.S. 148, 152-53 (1947); *Solis v. Laurelbrook Sanitarium & Sch., Inc.*, 642 F.3d 518, 529 (6th Cir. 2011).

Courts have described the “primary beneficiary test” as a flexible test, and no single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.

If analysis of these circumstances reveals that an intern or student is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA. On the other hand, if the analysis confirms that the intern or student is not an employee, then he or she is not entitled to either minimum wage or overtime pay under the FLSA.

Where to Obtain Additional Information

This publication is for general information and is not a regulation. For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
[Contact Us](#)



STATE OF NEW HAMPSHIRE

DEPARTMENT OF LABOR

PO BOX 2076

CONCORD, NH 03302-2076

FAX (603) 271-2668

School _____

School Coordinator _____

Telephone _____

FAX _____

APPLICATION FOR PRE-SCREENING OF SCHOOL TO WORK BUSINESS PARTNER

The Department of Labor will review this request and notify the school district of the status of the application when the review is complete. If an application is rejected, the notice will include the reason for rejection. The organization's compliance with regulated safety requirements, loss history and labor violations will be considered. If the business named has any questions or concerns, they should contact Department of Labor at (603) 271-3176.

Business Name: _____ Federal I.D. Number: _____

Address: _____

City/Town: _____, NH Zip code: _____

Number of Employees: _ _____ _

Contact Name: _____

Telephone #: _____

DOL AUTHORIZATION: ____ Yes ____ No

Reason for rejection: _____

DOL authorized signature: _____

Date: _____



STATE OF NEW HAMPSHIRE
 DEPARTMENT OF LABOR
 PO BOX 2076
 CONCORD, NH 03302-2076
 PHONE (603) 271-3176 FAX (603) 271-2668

Approval Form for Sub-Minimum Wage or No Wage Rate for Work-Based Activities under RSA 279:22-aa

Please type or print all information

School/institution/Organization _____ Secondary Post-secondary Other

Address _____
Street *Town/City* *State* *Zip Code*

If disabled learner check one: VR AA CMHC Provider Agency

No Wage Rate Sub-Minimum Wage Rate Requested, amount \$ _____

Program Name: _____

Contact Person _____ Title _____ Tel. _____ FAX. _____

Type of Placement (check only one):

- Job Shadow Clinical Work Experience Internship Service Learning
 Mentor Program Situational Assessment Training Program Other _____

Career Interest & Objective (or attach a course description or syllabus):

Is academic credit given for this program? Yes No

Hours per day _____ Days per week _____ Total number of days at business site _____

Supervision: Please describe how the student/learner(s) will be supervised and by whom _____

1. Does each place of business have a safety program? Yes No Explain _____
2. Is there **any** hazardous equipment involved? Yes No Type _____
3. Has all Safety Training been completed (as applicable to each site)? Including specific training for equipment as noted above.
 Yes No Explain _____

The information above as provided is accurate and we guarantee that this placement in no way establishes an employee/employer relationship between the student(s) and the business site at which they are placed.

Attach Pre-Screening Forms for each business participating in this placement. Notify the DOL of any additions to this list, via additional Pre-Screening Forms. Also attach a sample copy of Agreement or Contract for this placement.

Print Name _____ Authorized Signature _____

Title _____

For DOL use only

Approved Rejected DOL Authorized Signature _____ Date _____

Reason for Rejection:

Please provide a more detailed Career Interest & Objective, or attach a course description or syllabus

Other

Form W-4 (2018)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2018 if **both** of the following apply.

- For 2017 you had a right to a refund of **all** federal income tax withheld because you had **no** tax liability, **and**
- For 2018 you expect a refund of **all** federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2018 expires February 15, 2019. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at www.irs.gov/W4App to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2018. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Other Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at www.irs.gov/W4App to find out if you should adjust your withholding on Form W-4 or W-4P.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note: Generally, you can claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you might be eligible to claim a credit for each of your qualifying children. To qualify, the child must be under age 17 as of December 31 and must be your dependent who lives with you for more than half the year. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.

Line F. Credit for other dependents. When you file your tax return, you might be eligible to claim a credit for each of your dependents that don't qualify for the child tax credit, such as any dependent children age 17 and older. To learn more about this credit, see Pub. 505. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total income includes all of

----- Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2018	
▶ Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.					
1 Your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)			3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."		
City or town, state, and ZIP code			4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. <input type="checkbox"/>		
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)				5	
6 Additional amount, if any, you want withheld from each paycheck				6 \$	
7 I claim exemption from withholding for 2018, and I certify that I meet both of the following conditions for exemption.					
<ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶					
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ▶				Date ▶	
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)			9 First date of employment		10 Employer identification number (EIN)

your wages and other income, including income earned by a spouse, during the year.

Line G. Other credits. You might be able to reduce the tax withheld from your paycheck if you expect to claim other tax credits, such as the earned income tax credit and tax credits for education and child care expenses. If you do so, your paycheck will be larger but the amount of any refund that you receive when you file your tax return will be smaller. Follow the instructions for Worksheet 1-6 in Pub. 505 if you want to reduce your withholding to take these credits into account.

Deductions, Adjustments, and Additional Income Worksheet

Complete this worksheet to determine if you're able to reduce the tax withheld from your paycheck to account for your itemized deductions and other adjustments to income such as IRA contributions. If you do so, your refund at the end of the year will be smaller, but your paycheck will be larger. You're not required to complete this worksheet or reduce your withholding if you don't wish to do so.

You can also use this worksheet to figure out how much to increase the tax withheld from your paycheck if you have a large amount of nonwage income, such as interest or dividends.

Another option is to take these items into account and make your withholding more accurate by using the calculator at www.irs.gov/W4App. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Two-Earners/Multiple Jobs Worksheet

Complete this worksheet if you have more

than one job at a time or are married filing jointly and have a working spouse. If you don't complete this worksheet, you might have too little tax withheld. If so, you will owe tax when you file your tax return and might be subject to a penalty.

Figure the total number of allowances you're entitled to claim and any additional amount of tax to withhold on all jobs using worksheets from only one Form W-4. Claim all allowances on the W-4 that you or your spouse file for the highest paying job in your family and claim zero allowances on Forms W-4 filed for all other jobs. For example, if you earn \$60,000 per year and your spouse earns \$20,000, you should complete the worksheets to determine what to enter on lines 5 and 6 of your Form W-4, and your spouse should enter zero ("-0-") on lines 5 and 6 of his or her Form W-4. See Pub. 505 for details.

Another option is to use the calculator at www.irs.gov/W4App to make your withholding more accurate.

Tip: If you have a working spouse and your incomes are similar, you can check the "Married, but withhold at higher Single rate" box instead of using this worksheet. If you choose this option, then each spouse should fill out the Personal Allowances Worksheet and check the "Married, but withhold at higher Single rate" box on Form W-4, but only one spouse should claim any allowances for credits or fill out the Deductions, Adjustments, and Additional Income Worksheet.

Instructions for Employer

Employees, do not complete box 8, 9, or 10. Your employer will complete these boxes if necessary.

New hire reporting. Employers are

required by law to report new employees to a designated State Directory of New Hires. Employers may use Form W-4, boxes 8, 9, and 10 to comply with the new hire reporting requirement for a newly hired employee. A newly hired employee is an employee who hasn't previously been employed by the employer, or who was previously employed by the employer but has been separated from such prior employment for at least 60 consecutive days. Employers should contact the appropriate State Directory of New Hires to find out how to submit a copy of the completed Form W-4. For information and links to each designated State Directory of New Hires (including for U.S. territories), go to www.acf.hhs.gov/programs/css/employers.

If an employer is sending a copy of Form W-4 to a designated State Directory of New Hires to comply with the new hire reporting requirement for a newly hired employee, complete boxes 8, 9, and 10 as follows.

Box 8. Enter the employer's name and address. If the employer is sending a copy of this form to a State Directory of New Hires, enter the address where child support agencies should send income withholding orders.

Box 9. If the employer is sending a copy of this form to a State Directory of New Hires, enter the employee's first date of employment, which is the date services for payment were first performed by the employee. If the employer rehired the employee after the employee had been separated from the employer's service for at least 60 days, enter the rehire date.

Box 10. Enter the employer's employer identification number (EIN).

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself	A	_____
B	Enter "1" if you will file as married filing jointly	B	_____
C	Enter "1" if you will file as head of household	C	_____
D	Enter "1" if: } <ul style="list-style-type: none"> • You're single, or married filing separately, and have only one job; or • You're married filing jointly, have only one job, and your spouse doesn't work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	D	_____
E	Child tax credit. See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$69,801 (\$101,401 if married filing jointly), enter "4" for each eligible child. • If your total income will be from \$69,801 to \$175,550 (\$101,401 to \$339,000 if married filing jointly), enter "2" for each eligible child. • If your total income will be from \$175,551 to \$200,000 (\$339,001 to \$400,000 if married filing jointly), enter "1" for each eligible child. • If your total income will be higher than \$200,000 (\$400,000 if married filing jointly), enter "-0-" 		
F	Credit for other dependents. <ul style="list-style-type: none"> • If your total income will be less than \$69,801 (\$101,401 if married filing jointly), enter "1" for each eligible dependent. • If your total income will be from \$69,801 to \$175,550 (\$101,401 to \$339,000 if married filing jointly), enter "1" for every two dependents (for example, "-0-" for one dependent, "1" if you have two or three dependents, and "2" if you have four dependents). • If your total income will be higher than \$175,550 (\$339,000 if married filing jointly), enter "-0-" 		
G	Other credits. If you have other credits, see Worksheet 1-6 of Pub. 505 and enter the amount from that worksheet here		
H	Add lines A through G and enter the total here ▶		

For accuracy, **complete all worksheets that apply.** }

- If you plan to **itemize** or **claim adjustments to income** and want to reduce your withholding, or if you have a large amount of nonwage income and want to increase your withholding, see the **Deductions, Adjustments, and Additional Income Worksheet** below.
- If you have **more than one job at a time** or are **married filing jointly and you and your spouse both work**, and the combined earnings from all jobs exceed \$52,000 (\$24,000 if married filing jointly), see the **Two-Earners/Multiple Jobs Worksheet** on page 4 to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 above.

Deductions, Adjustments, and Additional Income Worksheet

Note: Use this worksheet *only* if you plan to itemize deductions, claim certain adjustments to income, or have a large amount of nonwage income.

1	Enter an estimate of your 2018 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income. See Pub. 505 for details	1	\$ _____
2	Enter: } <ul style="list-style-type: none"> \$24,000 if you're married filing jointly or qualifying widow(er) \$18,000 if you're head of household \$12,000 if you're single or married filing separately 	2	\$ _____
3	Subtract line 2 from line 1. If zero or less, enter "-0-"	3	\$ _____
4	Enter an estimate of your 2018 adjustments to income and any additional standard deduction for age or blindness (see Pub. 505 for information about these items)	4	\$ _____
5	Add lines 3 and 4 and enter the total	5	\$ _____
6	Enter an estimate of your 2018 nonwage income (such as dividends or interest)	6	\$ _____
7	Subtract line 6 from line 5. If zero, enter "-0-". If less than zero, enter the amount in parentheses	7	\$ _____
8	Divide the amount on line 7 by \$4,150 and enter the result here. If a negative amount, enter in parentheses. Drop any fraction	8	_____
9	Enter the number from the Personal Allowances Worksheet , line H above	9	_____
10	Add lines 8 and 9 and enter the total here. If zero or less, enter "-0-". If you plan to use the Two-Earners/Multiple Jobs Worksheet , also enter this total on line 1, page 4. Otherwise, stop here and enter this total on Form W-4, line 5, page 1	10	_____

Two-Earners/Multiple Jobs Worksheet

Note: Use this worksheet *only* if the instructions under line H from the **Personal Allowances Worksheet** direct you here.

- 1 Enter the number from the **Personal Allowances Worksheet**, line H, page 3 (or, if you used the **Deductions, Adjustments, and Additional Income Worksheet** on page 3, the number from line 10 of that worksheet) **1** _____
- 2 Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you're married filing jointly and wages from the highest paying job are \$75,000 or less and the combined wages for you and your spouse are \$107,000 or less, don't enter more than "3" **2** _____
- 3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet **3** _____

Note: If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

- 4 Enter the number from line 2 of this worksheet **4** _____
- 5 Enter the number from line 1 of this worksheet **5** _____
- 6 **Subtract** line 5 from line 4 **6** _____
- 7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here **7** \$ _____
- 8 **Multiply** line 7 by line 6 and enter the result here. This is the additional annual withholding needed **8** \$ _____
- 9 **Divide** line 8 by the number of pay periods remaining in 2018. For example, divide by 18 if you're paid every 2 weeks and you complete this form on a date in late April when there are 18 pay periods remaining in 2018. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck **9** \$ _____

Table 1				Table 2			
Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$5,000	0	\$0 - \$7,000	0	\$0 - \$24,375	\$420	\$0 - \$7,000	\$420
5,001 - 9,500	1	7,001 - 12,500	1	24,376 - 82,725	500	7,001 - 36,175	500
9,501 - 19,000	2	12,501 - 24,500	2	82,726 - 170,325	910	36,176 - 79,975	910
19,001 - 26,500	3	24,501 - 31,500	3	170,326 - 320,325	1,000	79,976 - 154,975	1,000
26,501 - 37,000	4	31,501 - 39,000	4	320,326 - 405,325	1,330	154,976 - 197,475	1,330
37,001 - 43,500	5	39,001 - 55,000	5	405,326 - 605,325	1,450	197,476 - 497,475	1,450
43,501 - 55,000	6	55,001 - 70,000	6	605,326 and over	1,540	497,476 and over	1,540
55,001 - 60,000	7	70,001 - 85,000	7				
60,001 - 70,000	8	85,001 - 90,000	8				
70,001 - 75,000	9	90,001 - 100,000	9				
75,001 - 85,000	10	100,001 - 105,000	10				
85,001 - 95,000	11	105,001 - 115,000	11				
95,001 - 130,000	12	115,001 - 120,000	12				
130,001 - 150,000	13	120,001 - 130,000	13				
150,001 - 160,000	14	130,001 - 145,000	14				
160,001 - 170,000	15	145,001 - 155,000	15				
170,001 - 180,000	16	155,001 - 185,000	16				
180,001 - 190,000	17	185,001 and over	17				
190,001 - 200,000	18						
200,001 and over	19						

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and

U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You aren't required to provide the information requested on a form that's subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be

retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	<p align="center">QR Code - Section 1 Do Not Write In This Space</p>
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i> <i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i> 1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____	

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code

STOP | *Employer Completes Next Page* | STOP



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
-------------------------------------	-------------------------	-------------------------	------	--------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative		
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name		
Employer's Business or Organization Address (Street Number and Name)	City or Town	State	ZIP Code	

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name (if applicable)			B. Date of Rehire (if applicable)
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

NHINTERNSHIPS.COM REFERENCE GUIDE

NHINTERNSHIPS.COM REFERENCE GUIDE



NHInternships.com is an initiative of Stay Work Play NH to promote and grow the future workforce of New Hampshire. This free resource is available to New Hampshire employers to post their open internship positions and students that are seeking educational experiences in the state. The platform is unique in that students currently enrolled in higher education in New Hampshire, **AND** students native to the state attending school elsewhere, have access to the platform – retaining and attracting young talent to the state.

Features

- Free resource with individual login credentials
- Post as many open positions as often as you like
- Positions are posted for 90 days to keep listings fresh and current to students
- Be proactive in browsing student resumes
- View the amount of traffic your position has received
- Receive email notifications about applicants and position listing details

Homepage

View a list of the available internship positions from New Hampshire employers with the most recent listing found at the top on NHInternships.com.

The screenshot shows the homepage of NHInternships.com. The browser address bar displays "stayworkplay.org/internships/". The page features a navigation menu with links for "Founding Partners", "Contact/Feedback", "Guidelines", "Terms & Conditions", "Submit an Internship", and "Login/Register". A breadcrumb trail indicates "NH Internships > Home".

The main content area includes a descriptive paragraph: "An initiative of Stay Work Play to promote and grow the future workforce of New Hampshire, NHInternships.com is a free resource for NH employers to post their open internship positions and for students and recent graduates to find real-world, work-based educational opportunities with NH businesses and organizations. Students attending school in New Hampshire or natives attending school elsewhere have access to the platform – supporting the efforts to attract and retain young talent to the Granite State."

Below the text is a search bar with "All Internships" and "Location" filters, and a "Radius: Auto" dropdown. A "Latest New Hampshire Internships" section follows, with filter checkboxes for "Apprenticeship", "Clinical", "College Internship", "High School Internship", "Other", and "Post Grad Internship".

Category	Job Title	Location	Posting Date
Other	Office Assistant Turn Cycle Solutions – Posted by shannon	Nashua New Hampshire, United States	21 May 2018
Post Grad Internship	Research Associate UNH Center on Aging and Community Living – Posted by nhpha	Durham New Hampshire, United States	17 May 2018
College Internship	Rural Teaching Residency Univ. of NH Graduate Program Teacher Residency for Rural Education (TRRE) – Posted by Teacher Residency for Rural Education	Anywhere	15 May 2018
College Internship	Summer Field Intern	Portsmouth	14 May

On the right side, there is a circular logo for "stayworkplay NH Internships" featuring a graduation cap. Below it, text reads "Sponsored by: NH College & University Council" and the "nhcuc" logo is displayed. At the bottom right, there is a green button labeled "Submit an Internship".

Menu options include:

- Founding Partners: Out founding partners in the development the NHInternships.com platform.
- Contact/Feedback: Contact us with questions or feedback regarding the site.
- Guidelines: General practices for employers and students when using the platform.
- Terms & Conditions: Use of the website, privacy policy, disclaimers, etc.
- Submit an Internship: User must be logged in to post an internship opportunity. Page will direct user to login to the account or register.
- Login/Register: Login to the account or register for a new account.

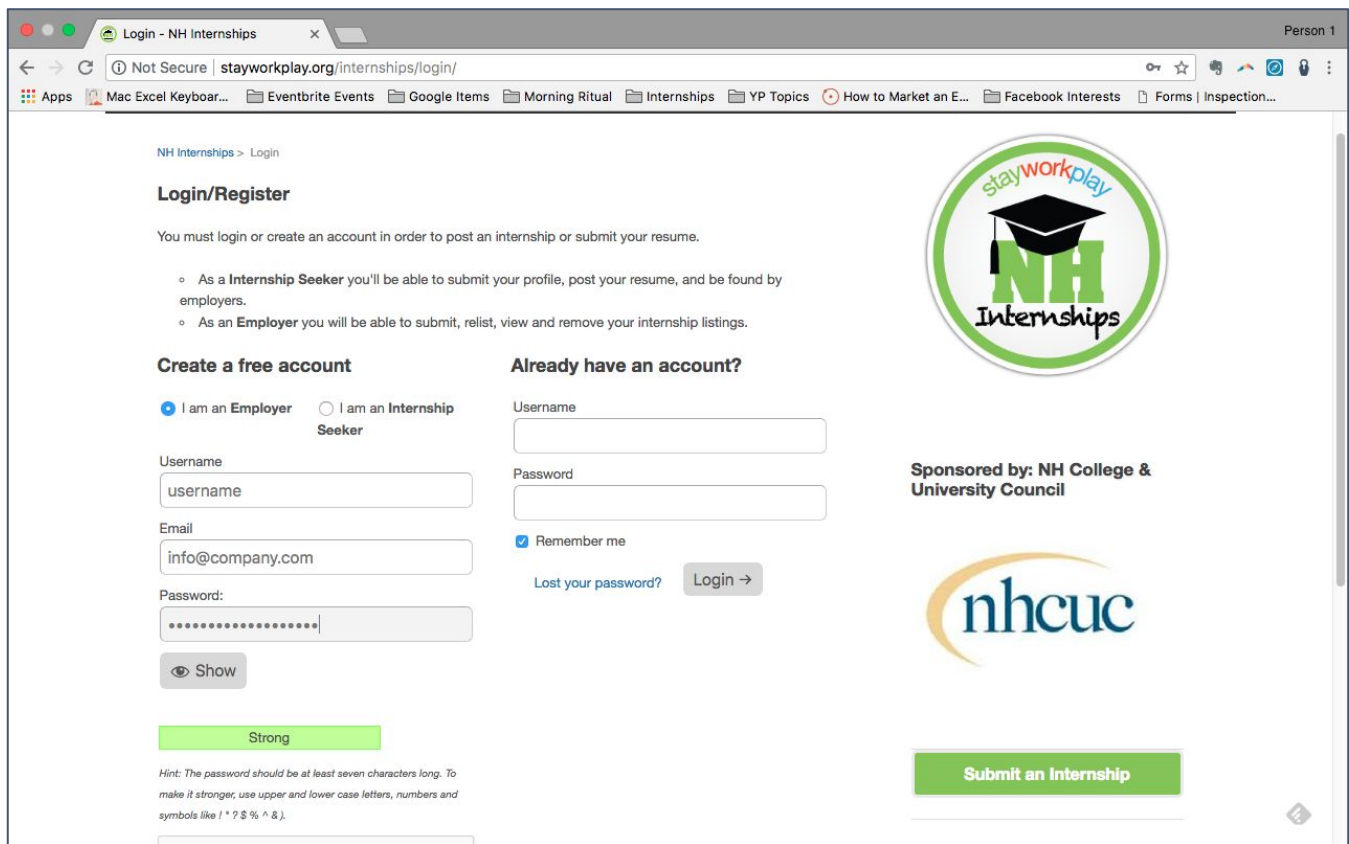
Upon logging in, you will have access to:

- Browse Resumes: Allows employer access to browse student resumes. Has a had keyword search feature.
- My Dashboard: Allows employer to view and edit current, pending and expired internship position listings. Edit and view profile here.

Login/Register

To create a free account:

- Visit NHInternships.com.
- Select “Login/Register” at the top right corner of website.
- Complete the “Create a Free Account” information.
 - Account type will default to the Employer.
 - Password must be at least 7 characters.



NH Internships > Login

Login/Register

You must login or create an account in order to post an internship or submit your resume.

- As a **Internship Seeker** you'll be able to submit your profile, post your resume, and be found by employers.
- As an **Employer** you will be able to submit, relist, view and remove your internship listings.

Create a free account

I am an **Employer** I am an **Internship Seeker**

Username

Email

Password:

Strong

Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! * ? \$ % ^ & .

Already have an account?

Username

Password

Remember me

[Lost your password?](#)

Sponsored by: NH College & University Council

Submit an Internship

Post an Internship

- Enter in company information
 - Complete the company section for your post preview to link to your company's website.
 - When providing link to website be sure include the full http address.
 - Provide appropriate tags that the student would use in researching a position. i.e. marketing, accounting, manufacturing, etc.

The screenshot shows a web browser window with the URL `stayworkplay.org/internships/submit/?job_id=2948&step=3`. The page title is "Submit an Internship - NH Internships". The navigation bar includes links for "Founding Partners", "Contact/Feedback", "Guidelines", "Terms & Conditions", "Submit an Internship", "Browse Resumes", "My Dashboard", and "Logout".

The main content area shows a progress bar with four steps: "Create account", "Enter Internship Details" (current step), "Preview", and "Confirm".

Company Details
Auto complete Company details
Fill in the company section to provide details of the company listing the internship. Leave this section blank to show your display name and profile page link instead.

Form fields:
- "Your Name/Company Name": Stay Work Play NH
- "Website": www.stayworkplay.org

Company Logo
A logo preview is shown with the text "work AMP". Below it is a checkbox "Set as default Company Logo" and a "Choose File" button with the text "No file chosen" and "Logo (.jpg, .gif or .png)".

On the right side of the page, there is a circular logo for "stayworkplay NH Internships" featuring a graduation cap. Below it, text reads "Sponsored by: NH College & University Council" and the "nhcuc" logo is displayed. At the bottom right, there is a green "Submit an Internship" button.

- Enter details about the internship position
 - It is not required to enter the salary information, though it is recommended.
 - Provide location area to make it easier for students searching for positions in their region of the state.

The screenshot shows a web browser window with the URL `stayworkplay.org/internships/submit/?job_id=2948&step=3`. The page title is "Submit an Internship - NH Internships". The form is divided into two main sections: "Internship Details" and "Internship Location".

Internship Details:

- Instruction: "Enter details about the internship below. Be as descriptive as possible so that potential candidates can find your internship listing easily."
- Fields:
 - Text input: "Sample Internship" (labeled "Internship title *")
 - Dropdown menu: "College Internship" (labeled "Internship type *")
 - Dropdown menu: "Business (General)" (labeled "Internship Category*")
 - Dropdown menu: "Other" (labeled "Internship Salary")
 - Text input: "Tags (comma separated)"

Internship Location:

- Instruction: "Leave blank if the location of the applicant does not matter e.g. the internship involves working from home."
- Text input: "Manchester, New Hampshire, United States" (with a "Find Address/Location" button next to it)
- Map: A map of New Hampshire with a red pin in Manchester.

On the right side of the form, there are two green buttons: "Submit an Internship" and "My Dashboard". Below the "My Dashboard" button, there is a small text box: "Submit your resume, update your profile, and allow employers to find you!"

- In-depth information about position details should be listed here - general overview, responsibilities, tasks, qualifications, etc.
- HTML is not allowed.
- Please note: There MUST be an educational component listed within the title and description.

- How to apply
 - It is encouraged to have the student apply direct to the NHI platform.
 - Example language: “If interested, please apply below and include your resume and a brief cover letter outlining your interest and qualifications.”
 - HTML is not allowed.
- Application email address
 - Provide the email address of the person that will be receiving the applications. This may differ from the user that created the account.

Submit an Internship - NH Internships

Person 1

Not Secure | stayworkplay.org/internships/submit/?job_id=2948&step=3

Apps Mac Excel Keyboar... Eventbrite Events Google Items Morning Ritual Internships YP Topics How to Market an E... Facebook Interests Forms | Inspection...

Internship Description *

Give details about the position, such as responsibilities & salary. HTML is not allowed.

Include responsibilities, duties and qualifications here.

How to apply

Tell applicants how to apply – they will also be able to email you via the “apply” form on your internship listing’s page. HTML is not allowed.

If interested, please apply below and include your resume and a brief cover letter outlining your interest and qualifications.

Applications email address (admins only)

beth@stayworkplay.org

This is the recipient email address that will receive applications for this internship.

Next ->

Preview your Internship

- The top portion is a preview of how the listing will be viewed on the homepage.
- Confirm that all position details are listed, spelling and grammar are checked, and how to apply details are correct.
- There is one more confirmation page prior to your post being published.

The screenshot shows a web browser window at the URL stayworkplay.org/internships/submit/?job_id=2948&step=3. The page is titled "Submit an Internship" and features a navigation menu with options like "Founding Partners", "Contact/Feedback", "Guidelines", "Terms & Conditions", "Submit an Internship", "Browse Resumes", "My Dashboard", and "Logout".

The main content area includes a progress bar with steps: "Create account", "Enter Internship Details", "Preview" (current step), and "Confirm". Below this, a preview of the internship listing is shown:

College Internship	Sample Internship	Manchester	1 Jul 2018
	Stay Work Play NH – Posted by Stay Work Play NH		

The preview also lists the following information:

- Logo:** stayworkplay NEW HAMPSHIRE
- Internship Description:** Include responsibilities, duties and qualifications here.
- How To Apply:** If interested, please apply below and include your resume and a brief cover letter outlining your interest and qualifications.
- Salary:** \$ Other
- Tags:** -

Navigation buttons "Go Back" and "Next ->" are located at the bottom left. On the right side, there is a circular logo for "stayworkplay NH Internships" and a section titled "Sponsored by: NH College & University Council" with the "nhcuc" logo. At the bottom right, there are two prominent green buttons: "Submit an Internship" and "My Dashboard".

Confirm your Internship Listing

- The final step prior to your company's post being published. Once confirmed, students may begin to apply to your position.

The screenshot shows a web browser window at the URL `stayworkplay.org/internships/submit/?job_id=2948&step=3`. The page is titled "Submit an Internship - NH Internships" and features a navigation menu with options like "Founding Partners", "Contact/Feedback", "Guidelines", "Terms & Conditions", "Submit an Internship", "Browse Resumes", "My Dashboard", and "Logout".

The main content area displays a progress bar with four steps: "Create-account", "Enter-Internship-Details", "Preview", and "Confirm". Below this, a message states: "Your internship is ready to be submitted, please make sure the details are correct and then click 'Confirm' to submit your listing for approval."

A table lists the submitted internship details:

College Internship	Sample Internship	Manchester	1 Jul 2018
	Stay Work Play NH - Posted by Stay Work Play NH		

Below the table, the page lists the information that will be included in the internship listing's page:

- Logo:** stayworkplay NEW HAMPSHIRE
- Internship Description:** Include responsibilities, duties and qualifications here.
- How To Apply:** If interested, please apply below and include your resume and a brief cover letter outlining your interest and qualifications.
- Salary:** \$ Other
- Tags:** -

At the bottom of the form, there are two buttons: "Go Back" and "Confirm / Continue to Internship".

On the right side of the page, there is a circular logo for "stayworkplay NH Internships" featuring a graduation cap. Below it, text reads "Sponsored by: NH College & University Council" with the "nhcuc" logo. At the bottom right, there are two green buttons: "Submit an Internship" and "My Dashboard".

Your Post is LIVE!

- The calendar icon at the bottom of the listing will state the amount of days that remain on the position.
- The “Edit” feature at the bottom right portion of the listing is available should there be a need to add or remove language.
- Also, find the number of views your internship has received listed above the “Edit” feature.

The screenshot shows a web browser window with the URL stayworkplay.org/internships/listing/sample-internship/. The page features a navigation bar with links like 'Founding Partners', 'Contact/Feedback', 'Guidelines', 'Terms & Conditions', 'Submit an Internship', 'Browse Resumes', 'My Dashboard', and 'Logout'. The main content area displays the 'Sample Internship' listing, which includes a search bar, a location filter, and a 'Radius' dropdown set to 'Auto'. The listing details show it is a 'College Internship' posted by 'Stay Work Play NH' in 'Manchester, New Hampshire, United States' on '1 Jul 2018'. The 'Internship Description' section is currently empty, with a prompt to 'Include responsibilities, duties and qualifications here.' The 'How to Apply' section provides instructions for applicants. The listing also includes 'Internship Categories: Business (General)', 'Internship Types: College Internship', and 'Salaries: Other'. A calendar icon indicates the internship expires in 90 days. At the bottom of the listing, there are buttons for 'Star Internship', 'View Map', and 'Edit'. The page is sponsored by 'NH College & University Council' (nhcuc), whose logo is visible in the bottom right corner.

Dashboard

- Live: Allows the user to edit current posts and select to end them prior to the 90 day period (hopefully due hiring an intern!).
 - Will show the amount of the views the position has received.

The screenshot shows a web browser window with the URL `stayworkplay.org/internships/dashboard/`. The page title is "My Dashboard - NH Internship" and the user is identified as "Person 1". The dashboard includes a navigation menu with links for "Founding Partners", "Contact/Feedback", "Guidelines", "Terms & Conditions", "Submit an Internship", "Browse Resumes", "My Dashboard", and "Logout".

The main content area is titled "Beth@stayworkplay.org's Dashboard" and features three tabs: "Live", "Pending", and "Ended". Under the "Live Internships" tab, there is a section titled "Live Internships" with the text: "Below you will find a list of internships you have previously posted which are visible on the site." Below this text is a table with the following data:

Internship Title	Date Posted	Days Remaining	Views	Actions
Sample Internship	1 Jul 2018	90 days	-	Edit → End

On the right side of the dashboard, there is a circular logo for "stayworkplay NH Internships" featuring a graduation cap. Below the logo, it says "Sponsored by: NH College & University Council" and includes the "nhcuc" logo. At the bottom right, there is a green button labeled "Submit an Internship".

- Pending: Allows the user to edit a drafted post and continue making edits.
 - These positions have not been published on the website.
 - Continue drafting the position and move to publish it or “Cancel” the draft of the position to move it the the “Ended” tab.

The screenshot shows a web browser window with the URL stayworkplay.org/internships/dashboard/. The page title is "My Dashboard - NH Internship". The user is logged in as "Person 1".

The dashboard has a navigation bar with links: Founding Partners, Contact/Feedback, Guidelines, Terms & Conditions, Submit an Internship, Browse Resumes, My Dashboard, and Logout.

The main content area is titled "Beth@stayworkplay.org's Dashboard". It has three tabs: Live, Pending, and Ended. The "Pending" tab is selected.

Under the "Pending Internships" section, there is a message: "The following internships are pending and are not visible to users." Below this is a table:

Internship Title	Date Posted	Status	Actions
Rising Stars Awards Event Planning Internship	3 Nov 2017	Incomplete Draft	Continue → Cancel

On the right side of the dashboard, there is a circular logo for "stayworkplay NH Internships" featuring a graduation cap. Below the logo, it says "Sponsored by: NH College & University Council" and shows the "nhcuc" logo. At the bottom right, there is a green button labeled "Submit an Internship".

- Ended: Lists expired positions and is no longer available on the website.
 - View cancelled positions and make necessary edits to publish.
 - View expired position listings and “Relist” the position. Will prompt the user to the “Enter Internship Details” screen to make edits before being published on the website.

The screenshot shows a web browser window with the URL stayworkplay.org/internships/dashboard/. The page title is "Beth@stayworkplay.org's Dashboard". There are tabs for "Live", "Pending", and "Ended", with "Ended" selected. Below the tabs is a section titled "Ended/Expired Internships" with a sub-header "The following internships have expired or have been ended and are not visible to users." A table lists five internships with their titles, dates, statuses, view counts, and actions.

Internship Title	Date Posted	Status	Views	Actions
Social Media & Event Planning Internship	1 Jul 2018	Canceled	-	Continue
Social Media & Content Creator Internship – Summer	10 May 2018	Expired	60	Relist
Graphic & Media Design Internship – Summer	2 Feb 2018	Expired	34	Relist
Social Media & Event Planning Internship	16 May 2017	Expired	2,642	Relist
Public Relations & Marketing Internship	16 May 2017	Expired	932	Relist

On the right side of the dashboard, there is a circular logo for "stayworkplay NH Internships" featuring a graduation cap. Below the logo, it says "Sponsored by: NH College & University Council" and features the "nhcuc" logo. At the bottom right, there is a green button labeled "Submit an Internship".

My Profile

- Make edits to login credentials - username, password, etc.
- Provide information about the company including website, social media links and company details.

My Profile - NH Internships x

stayworkplay.org/internships/profile/

Founding Partners Contact/Feedback Guidelines Terms & Conditions Submit an Internship Browse Resumes My Dashboard Logout

NH Internships > My Profile

Beth@stayworkplay.org's Profile

Your Details

First Name

Last Name

Nickname/Company Name

Display Name

Email


Websites & Social media

Website


Twitter ID

Facebook ID

LinkedIn profile URL

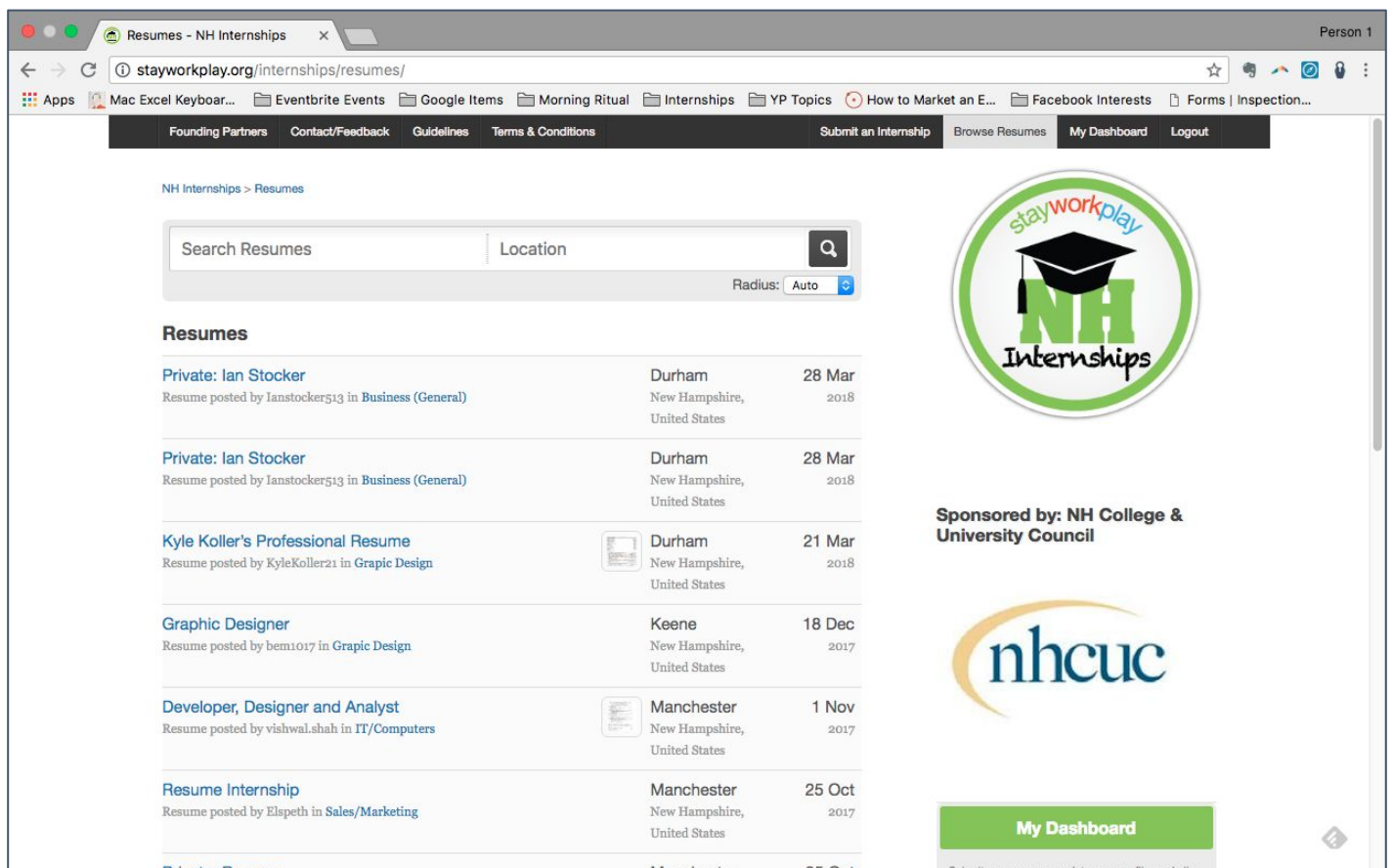


Sponsored by: NH College & University Council



Browse Resumes

- Be proactive in your recruitment! View resumes and find qualified students that have the skills to match your internship program.
- Search applications by keyword, city, etc.



The screenshot shows a web browser window with the URL stayworkplay.org/internships/resumes/. The page features a navigation bar with links for Founding Partners, Contact/Feedback, Guidelines, Terms & Conditions, Submit an Internship, Browse Resumes, My Dashboard, and Logout. Below the navigation bar, there is a search bar with the text "Search Resumes" and a "Location" dropdown menu. A "Radius" dropdown menu is set to "Auto". The main content area displays a list of resumes under the heading "Resumes". The list includes the following entries:

Resume Title	Location	Date
Private: Ian Stocker Resume posted by Ianstocker513 in Business (General)	Durham New Hampshire, United States	28 Mar 2018
Private: Ian Stocker Resume posted by Ianstocker513 in Business (General)	Durham New Hampshire, United States	28 Mar 2018
Kyle Koller's Professional Resume Resume posted by KyleKoller21 in Graphic Design	Durham New Hampshire, United States	21 Mar 2018
Graphic Designer Resume posted by bem1017 in Graphic Design	Keene New Hampshire, United States	18 Dec 2017
Developer, Designer and Analyst Resume posted by vishwal.shah in IT/Computers	Manchester New Hampshire, United States	1 Nov 2017
Resume Internship Resume posted by Elspeth in Sales/Marketing	Manchester New Hampshire, United States	25 Oct 2017

On the right side of the page, there is a circular logo for "stayworkplay NH Internships" featuring a graduation cap. Below the logo, it says "Sponsored by: NH College & University Council" and the "nhcuc" logo. At the bottom right, there is a green button labeled "My Dashboard".

Questions about NHInternships.com? Contact Beth at beth@stayworkplay.org.

RESOURCES

GENERAL

Business & Industry Association (BIA NH)

122 North Main Street, #2
Concord, NH 03301
mail@BIAofNH.com
(603) 224-5388
biaofnh.com

Human Resources State Council of NH

379 Amherst Street, PMB #338
Nashua, NH 03063
Michelle.gray@hrsnergylc.com
(603) 261-2402
nhstatecouncil.shrm.org

National Association of Colleges and Employers (NACE)

62 Highland Avenue
Bethlehem, PA 18017-9085
(610) 868-1421
naceweb.org

NH Career & Technical Education

170 Warren Street
Concord, NH 03301
support@nhcta.org
nh-cte.org

NH College & University Council

3 Barrell Court, Suite 100
Concord, NH 03301
(603) 225-4199
nhcuc.org

NH Department of Education

101 Pleasant Street
Concord, NH 03301
Eric.Feldborg@doe.nh.gov
(603) 271-3494
education.nh.gov

NH Department of Labor

95 Pleasant Street
Concord, NH 03301
InspectionDiv@dol.nh.gov
(603) 271-0127
nh.gov/labor

NHInternships.com

beth@stayworkplay.org
(603) 860-2245
NHInternships.com

Reaching Higher NH

40 North Main Street, Suite 204
Concord, NH 03301
staff@reachinghighernh.org
(603) 715-9696
reachinghighernh.org

NH COLLEGES & UNIVERSITIES CAREER ADVISOR DIRECTORY

Develop relationships with career advisors to establish a pipeline of young talent for current and future recruitment.

Antioch University New England

www.antioch.edu/new-england

Stephen Corso, *Director, Practica & Internships*
scorso@antioch.edu

Colby-Sawyer College

www.colby-sawyer.edu

Jennifer Tockman, *Director of Career Development*
jennifer.tockman@colby-sawyer.edu
(603) 526-3765

Dartmouth College

sites.dartmouth.edu/cpd

Fiona Hall, *Assistant Director, Employer Relations*
fiona.hall@dartmouth.edu
(603) 646-1163

Franklin Pierce University (Rindge campus)

www.franklinpierce.edu

Misty Start, *Director of Career Services*
Ann Goodrich-Bazan, *Assistant Director of Career Services*
careercenter@franklinpierce.edu
(603) 899-1070

Granite State College

www.granite.edu

Non-credit bearing opportunities:
Jan Coville, *Director of Career Services*
jan.coville@granite.edu
(603) 447-3970
Credit opportunities:
Tiffany Doherty, *Director of Career Services*
tiffany.doherty@granite.edu
(603) 447-3970

Great Bay Community College

www.greatbay.edu

Deanna Friedman, *Interim Associate Vice President of Academic Affairs*
greatbayadvising@ccsnh.edu
(603) 427-7728

Hellenic American University

hauniv.edu

Academic Success Center
success@hauniv.edu

Keene State College

www.keene.edu

Pat Halloran, *Director of Academic and Career Advising*
phallora@keene.edu
(603) 358-2453

Lakes Region Community College

www.lrcc.edu

Andy Duncan, *Workforce Development Coordinator*
aduncan@ccsnh.edu
(603) 366-5329

Manchester Community College

www.mccnh.edu

Mary Ann Gaschnig, *Career and Outgoing Transfer Advisor*
mgaschnig@ccsnh.edu
(603) 206-8171

CAREER ADVISOR DIRECTORY, CONT.

Nashua Community College

www.nashuacc.edu

Patricia Klein, *Director of Academic Advising Center*

pklein@ccsnh.edu

(603) 578-6817

New England College

www.nec.edu

Eugene Durkee, *Director, Career & Life Planning*

edurkee@nec.edu

(603) 428-2358

Meghan Brandow, *Internship Coordinator*

mbrandow@nec.edu

(603) 428-2355

New Hampshire Institute of Art (NHIA)

www.nhia.edu

Lindsay Coats, *Director of Career Services*

careerservices@nhia.edu

(603) 836-2155

New Hampshire Technical Institute (NHTI)

www.nhti.edu

Academic Advising

nhtiadvising@ccsnh.edu

(603) 230-9306

Northeast Catholic College

www.northeastcatholic.edu

Career Pathways

administration@northeastcatholic.edu

(603) 456-2656

Plymouth State University

www.plymouth.edu

Erik Pavesic, *Career Counselor at the Career for Student Success*

efpavesic@plymouth.edu

(603) 535-2336

River Valley Community College

www.rivervalley.edu

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SAMPLE FORMS AND DOCUMENTS

PR & Marketing Internship - Sample Intern Position Description

Position Title: Public Relations & Marketing Internship

Location: Manchester, NH

Company Name: Stay Work Play NH

Compensation: Performance-based Stipend

Department: N/A

Number of Openings: 1

Time Requirements: Part-time, 10 – 15 hours per week

Duration: Fall semester

Start Date: August 2018

End Date: December 2018

Company Description: Stay Work Play NH promotes New Hampshire as a favorable place for young workers and recent graduates to stay, work and play when considering employment and lifestyle opportunities; encouraging students, 20 and 30 “somethings” to stay in, come to, or “boomerang” back to New Hampshire.

Responsibilities:

- Help coordinate marketing and public relations strategies to generate quality traffic to organization’s various social platforms
- Assist with the organization’s blog and social media (writing posts, recruiting guest bloggers, creating content, etc.).
- Update the website (using Wordpress)
- Contribute to brainstorming sessions on new partnerships and events for Stay Work Play with individuals, organizations, and other institutions
- Help with capturing photographs, videos, and subsequently finding ways to creatively utilize these media elements
- Write press releases and media advisories
- Undertake market research and data analysis projects to help the business identify trends and make informed decisions to reach the target demographic
- Attend and assist at business events and meetings

Qualifications:

- Currently enrolled in an Associate or Bachelor degree program at a college or university (or a recent graduate)
- Minimum of two marketing courses
- Experience with MS Office
- Knowledge of databases
- Excellent verbal and written communication skills
- Team player, but also self-motivated and able to work independently
- Must have reliable transportation

How to Apply: If interested, please send your resume and a brief cover letter outlining your interest and qualifications to Stay Work Play’s Program Manager, Beth San Soucie, at beth@stayworkplay.org.

Intern Interview Questions

General Questions (Get to know the candidate to determine a culture fit)

- Tell me about yourself – interests, hobbies, family, etc.
- How did you learn of this opportunity?
- Why do you want to intern for this company? What appeals to you most about this opportunity?
- What do you want to learn from this internship?
- What accomplishments are you most proud of?

Academic or Professional Interests Questions (Learn more about the candidate's work habits and interests)

- Why did you choose your major or field of study?
- What has your class culture been like (working independently, with supervision or in a group setting)? Do you have a preference?
- Describe an instance in which you struggled to meet a deadline. How did you make it a successful experience?
- What has been your most rewarding college experience thus far?
- Tell me about your coursework, what classes have you taken that would be best utilized in this position?
- How do you feel your campus involvement (if any) has contributed to where you would like to be professionally?
- Have you had previous internship experience? Please describe.
- Tell me about any volunteer or community service experience.
- What are your career goals? Where do you see yourself in 5 years?
- What are your short-term and long-term goals?

Skills Related Questions (Gauge fit for the position and candidate motivation for opportunity)

- What are your three greatest skills? What is something you are working to improve upon?
- What skills or experience are you hoping to gain from this opportunity?
- What have you learned from your part-time or student jobs (if any)?
- Describe a time in which you made a mistake and how you solved the situation.
- Tell me about a problem you were asked to help solve. What was your contribution to solving the problem?
- What will you bring to the position that other candidates with similar experience may not offer?
- Talk about a group project in which a teammate was not fulfilling their commitment. How did you deal with the person? What were the results?
- Not all aspects of a position are rewarding/satisfying. Describe an instance in which you weren't satisfied and how you managed through it.
- What will motivate you to do well in this position?
- Are you proficient in Microsoft Office or other software?
- How would you rate your technical skills?

Sample Message: Internship Offer

Please Note: If mailed, the offer should be printed on company letterhead with date and student information listed.

{Date}

Student's Name
Student's Address

Dear {First Name},

It is my pleasure to offer you the internship position as {Intern Position} with {Company Name}. Your rate of pay (if applicable) is {wage/stipend}. Your first day of work will be {Date and Time}. Please park in the employee lot that you were directed to use for the interview.

On your first day, your duties and responsibilities will be discussed during orientation with {Supervisor's Name}. In addition to completing your first day paperwork, you will be provided with a tour of the facility and in-depth overview of the company and our policies and procedures. Please come dressed in business attire and bring the appropriate documents needed to complete the I9 form (i.e. driver's license, passport, birth certificate, etc.).

If you have any questions, please do not hesitate to contact me.

Congratulations and welcome to {Company Name} - we are looking forward to having you as part of our team!

Sincerely,

{Your Name}
{Your Title}

Sample Message: "Position Filled" After On-Site Interview

Dear {First Name},

Thank you for meeting with me to discuss the {Internship Position} with {Company Name}.

Although your qualifications are impressive, we have decided to move forward with another candidate who more closely fits our needs.

Thank you again for your interest in {Company Name}. We wish you all the success in your future career.

Sincerely,

{Your Name}
{Your Title}

Sample Message: No Interview

Dear {First Name},

We sincerely appreciate your interest in {Company Name}, but based upon qualifications of other applicants, we have chosen to move forward with other options at this time. Thanks again. Best of luck with your search!

Sincerely,

{Your Name}
{Your Title}

Internship Work Plan

Name: _____

Internship Position: _____

Email: _____

Phone Number: _____

Start Date: _____

End Date: _____

Availability (circle all that apply): Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Hours: _____

Description of Internship:

Goal(s) of Internship:

Wages:

- Hourly Wage
- Stipend
- Unpaid
- Bonuses
- Other _____

Supervisor Name: _____

Supervisor Title: _____

Supervisor Email: _____

Supervisor Phone: _____

Projects:

Progress Meeting Date: _____

Final Internship Meeting: _____

Sample Orientation Outline/Checklist

Name: _____

Start Date: _____

Name of Supervisor: _____

Making Offer:

- Contact via email or phone call
 - Start date and time
 - First day agenda
 - Compensation and benefits
 - Attire
 - Directions and parking information
 - Bio and/or photo (if necessary)
 - To bring:
 - Necessary equipment
 - Paperwork – Identification, agreements, etc.

Prior to First Day:

- Set-up organized workspace and provide necessary equipment to perform responsibilities discussed
- Create email address and user names
- Create physical intern folder, include:
 - Job Description
 - Work Plan
 - Internship agreement
 - Forms: W-4 and I-9
 - Emergency contact information
 - Payroll information (if necessary)

First Day:

- Paperwork
 - Forms: W-4 and I-9
 - New Hire Reporting Form
 - Additional new hire paperwork
 - Set-up payroll information (if necessary)
 - Handbook acknowledgement (if necessary)
- Tour facility
- Introduction to appropriate personnel – provide contact information (if necessary)
- Provide organization and culture overview
- Review office policies, procedures and safety regulations
- Show how to use equipment
- Review internship. Identify and discuss:
 - Schedule and time reporting
 - Job description
 - Main projects
 - Anticipated results (project deadlines and expectations)
 - Action plan
 - Organizational chart (if necessary)

Post-First Day:

- Add user to relevant events, calendars, portals, etc.
- Identify support person in lieu of supervisor's absence
- Set regular progress meetings
- Department/organization goals
- Order business cards (if necessary)

Intern Progress Review Form

Name: _____

Date: _____

Position Title: _____

Name of Supervisor: _____

Performance

Rate the student in the following areas:

	Excellent	Above Average	Average	Below Average	Poor
Adaptability					
Communication - Oral					
Communication - Written					
Critical Thinking					
Initiative					
Interpersonal Skills					
Problem Solving					
Professionalism					
Self-Confidence					
Time Management					

Where would improvements be most profitable for this student?

Was the student academically and personally prepared to successfully complete this internship?

Is this the student's first evaluation? (Circle one.) YES NO

If not, has there been significant progress since the last evaluation?

Intern Evaluation Form

Name: _____

Date: _____

Name of Supervisor: _____

Performance

Evaluation Scores: Excellent, Above Average, Average, Below Average, Poor.

Academic Knowledge: Intern has sufficient academic knowledge to contribute to the organization. Understands concepts and applies knowledge on the job. Seeks to understand and support the organization's mission/goals.

Comments:

Evaluation Score:

Technical Skills: Has technical skills appropriate to the level in school and position requirements.

Comments:

Evaluation Score:

Organization: Organizes and prioritizes assigned tasks. Able to manage multiple assignments, while completing tasks accurately and thoroughly.

Comments:

Evaluation Score:

Initiative: Proactive and asks for additional tasks/projects as needed. Takes appropriate action without constant direction, motivates self and knows when to seek approval.

Comments:

Evaluation Score:

Communication: Effectively participates and engages in meetings or group settings. Intern expresses verbal and written ideas effectively. Interacts well with others and resolves conflicts.

Comments:

Evaluation Score:

Decision Making: Asks pertinent and purposeful questions. Demonstrates the ability to analyze and discern facts. Applies skills appropriate for carrying out tasks and solving problems. Makes sound decisions.

Comments:

Evaluation Score:

Professionalism: Exhibits professional behavior and attitude in all aspects of the position. Projects a professional appearance. Displays a willingness to learn. Accepts suggestions and constructive feedback.

Comments:

Evaluation Score:

Work Performance: Reports to work as scheduled. Demonstrates effective time-management skills with projects. Exhibits self-motivation and the ability to set and execute appropriate priorities/goals. Work reflects neatness, attention to detail, and compliance to company standards.

Comments:

Evaluation Score:

Overall Evaluation

Overall Rating:

Intern Strengths:

Intern Areas of Opportunity:

Additional Comments:

stayworkplay

NEW HAMPSHIRE

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