



## Get the most from your NEOintern postings!

Northeast Ohio employers agreeing to the terms below will be identified with the “NEOintern Approved” status for their organization and for any \*eligible experiential learning opportunities (\*compensation must be equal to \$1,000 or greater) posted in the NEOintern database. When your postings are certified with NEOintern Approved status, they will stand out from the general database as high-quality, exceptional learning experiences!

### EMPLOYER MUST AGREE TO

- Provide compensation equal to at least \$1000.00 for each position
- Provide an internship job description that clearly outlines the learning experience and duties;
- Provide sufficient orientation and training;
- Work with the intern(s) at the start of the internship to identify goals and learning objectives;
- Provide adequate workspace, tools, and resources;
- Provide meaningful tasks and projects (no more than 20% clerical work);
- Provide good supervision and guidance, and ongoing informal feedback;
- Provide formal review/feedback at least once during the internship;
- Assist with academic requirements if need be (e.g. forms and documents related to credits);
- Report intern hiring data to NEOintern.



Interested? Contact Brenda Davis Smith at 216.420.9200 x223 or [bdavissmith@noche.org](mailto:bdavissmith@noche.org)



**Don't have a NEOintern account yet?** Go to <https://neointern-csm.symphlicity.com/employers> to create one! It's fast, easy, and free.

Need help developing or enhancing your internship program? Let us teach you how to “[Maximize Your ROI: Return On Intern](#)”