



FREQUENTLY ASKED QUESTIONS

Q) What is the Vermont Intern Program?

A) The [Vermont Intern Program](#) is a workforce development initiative funded by the Vermont Department of Labor's Next Generation Internship Grant, and administered by Vermont Businesses for Social Responsibility (VBSR).

We connect juniors, seniors and recent graduates of Vermont's colleges and universities with employers who have PAID internships. We post and promote positions, recruit candidates, and screen applicants - a FREE service available to all Vermont employers. We also provide employers with one-on-one assistance as well as tools and resources for creating successful internship positions.

Applicants receive advice on application materials and career-readiness support. Interns who participate in the Vermont Intern Program receive a FREE Student Membership to VBSR. VBSR Members receive exclusive admission to events and notice of opportunities throughout the year, including networking and professional development events.

Both Interns and employers receive support throughout the internship.

Q) How does the program work?

A) Employers submit positions via the [NEW INTERNSHIP FORM](#). The Vermont Intern Program then posts the positions, and promotes them to over 1600 skilled applicants statewide.

- If the employer already has a position created, we ask them to fill out our quick and easy [NEW INTERNSHIP FORM](#). This gives us the information we need to create a listing on our website.
- If the employer has posted with us before, we ask them to [contact us](#). We then send them their previous listing to review and make changes to.
- If the employer has multiple positions, we can work with them directly to post the positions as a group. We can also integrate their existing application process. Please [contact us](#) for details.

We then accept the applications, and either perform the initial applicant screening or send all applications directly to the employer - their choice. If an employer is interested in an applicant, they may follow up with them directly. Once an intern has been hired, it is the responsibility of the employer to communicate directly with the intern, with support from the Vermont Intern Program if questions arise. The Vermont Intern Program does not hire or pay interns.

Note: All applications are vetted for a minimum level of written communication skills. We do not accept applications with typographical or grammatical errors. Positions requiring written communication skills are further vetted for proper grammar, syntax and style.

Q) What are the benefits of using the Vermont Intern Program?

A) There are many benefits for employers who chose to promote positions through our program:

- ONE place to post internships
- Access to a larger and more diverse applicant pool
- Only high-quality, pre-qualified candidates are sent to you
- Assistance with screening and pre-screening candidates
- Support for both the employer and intern
- FREE VBSR Student Membership for any interns we place
- Media presence with the VBSR audience
- Recognition from our partners at the statehouse
- We love our employers!

Q) What are my obligations as an Employer in the Vermont Intern Program?

A) The Vermont Intern Program offers employers a means of promotion and support for paid internships. Once the employer makes a hire, all matters of HR and compensation are the employer's responsibility, as with any other employee. The categorization of the position is at the employer's discretion, but the Vermont Department of Labor suggests adding interns to payroll and registering them for Workers Compensation and Unemployment Compensation.

Employers are asked to report any hires to the Vermont Intern Program. Documentation of these placements helps to demonstrate our value to our funders, and ensures all interns are given the opportunity to take advantage of their free VBSR Student Membership.

Q) Do the interns have to be paid? How much?

A) Yes. Most positions in our program pay \$10-15/hour depending on the position responsibilities and intern's level of experience (\$10-12/hour is typical for an entry level position; \$12-15 is typical if the position requires more autonomy, responsibility or previous experience). As of January 2, 2014 the Vermont minimum wage is \$8.73/hour.

Q) How long does a position have to be?

A) Positions can be semester-long or project-based, part-time or full-time. Most vary anywhere from a month to a year. A majority of positions run for three months, concurrent with the standard academic semesters, typically:

SPRING - late January through the third week of April, with a week off for Spring Break.

SUMMER - mid-May through mid-August

FALL - first week of September through first week of December

Keep in mind that recent graduates are looking for opportunities on a rolling basis, so offering something that doesn't start within these timeframes will still generate interest.

Q) How long will it take to hire someone from the time I post?

A) A popular position may be filled within 2-3 weeks of posting (including screening, interview and selection time). Others stretch into longer periods, particularly if they require skills that are not readily available or the location is more remote. Access to public transportation is a factor for some applicants. Others make be trying to integrate an internship into a schedule which already includes classes and/or other part-time work. If the position is desirable enough, location is less important.

Q) Am I required to hire my intern at the completion of the internship?

A) We encourage employers to consider their interns as openings become available within the company. We also encourage using internships as a means of "trying out" a potential employee in a low-risk environment. However, there are no requirements for hiring interns post-internship.

Q) How do you advertise positions?

A) We publicize internships via our [website](#), [Facebook](#) page and [Twitter](#) account, contacts at 20 Vermont colleges and universities, and attendance at career fairs and conferences year-round. We also directly promote to our Internship Program email list of over 1600 interested applicants, including undergraduates, graduate students and recent graduates - all currently residing in Vermont and actively seeking opportunities. In addition, we purchase print and web advertising in Seven Days and other student publications such as the Seven Days What's Good guide, which is distributed on-campus to over 6,000 students at area colleges.

Lastly, we directly engage with our partners at Renewable Energy Vermont, Farm to Plate, Vermont Sustainable Jobs Fund, the Vermont Internship Professionals Network and the statehouse to promote opportunities and bring awareness to both our program and the employers we work with.

Q) I want to create a new position. How can you help?

A) We are available to you for one-on-one assistance at any step in the process. Contact Roxanne at roxannev@vbsr.org or (802) 862.8347.

We also have a growing series of EMPLOYER GUIDES that can help support you during the creation and administration an internship:

- [EMPLOYER GUIDE: NEEDS ASSESMENT](#)
- [EMPLOYER GUIDE: HOSTING AN INTERN](#)
- [EMPLOYER GUIDE: WORK PLAN](#)
- [EMPLOYER GUIDE: INTERN EVALUATION](#)
- [EMPLOYER GUIDE: EXPECTATIONS OF WORK RELATIONSHIP](#)
- [EMPLOYER GUIDE: EXIT INTERVIEW](#)
- [EMPLOYER GUIDE: OFFER LETTER](#)