

Intern Request Form Template

Introduction: How to Use This Tool

Use this template to understand what type of work internal stakeholders are looking to hire interns to complete.

Use this template in conjunction with NAI Global's *Develop an Internship Program* blueprint.

The *Intern Request Form* is used to:

- **Gather all necessary information** regarding the department or team's needs, interest, and capacity to support an intern (or interns).
- Record **additional notes** from the hiring manager.
- Assess number and types of internships requested, and prioritize and determine intern placements.

To use this template, simply replace the text in **dark grey** with information customized to your organization. When complete, delete all introductory or example text and convert all remaining text to **black** prior to distribution.

Intern Request Form

Intern Role Specifications	
Department/Function	Marketing
Request contact	Kim Davis, Director, Marketing Operations
Location	Chicago
Reports to	William Roland, Creative Director
Estimated time frame	8 weeks full time (September to October)
Anticipated start date	September 1, 2021
Number of desired interns	Two
Available budget for internship compensation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide a budget estimate	\$12,800 (estimated: \$20/hour x 320 hours [40 hours/week x 8 weeks] = \$6,400 per intern)
Intern audience (select all that apply)	<input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> New grad <input checked="" type="checkbox"/> Individuals looking to change careers <input checked="" type="checkbox"/> Individuals returning to the workforce
Preference for in-person, remote, or hybrid internship	Hybrid of in-person and remote
Equipment/special access requirements	Access to company laptop and monitor; secure network
Overview of required intern work (e.g. project-based, general administrative support)	<ul style="list-style-type: none">• Preparation for product launch in Q2• Assistance with developing social media marketing plan

Description of intern responsibilities	<ul style="list-style-type: none"> • Industry research and marketing plan development • Data entry and analysis
Associated functional or organizational goals	<ul style="list-style-type: none"> • Department annual strategic project • Q2 goals/expectations
Resources available to support intern development and integration (e.g. supervisory capacity)	<ul style="list-style-type: none"> • Junior team resource to provide 1:1 mentoring and supervision • Department lead available to oversee intern integration • Administrative support to help with onboarding
Anticipated intern skill development	<ul style="list-style-type: none"> • Project management • Stakeholder management • Marketing technical skill development

Rationale for Intern Work

Describe appropriateness of work for an intern	Work reflects entry-level responsibilities that will provide interns with professional development, as well as sample projects for their professional portfolios and network connections that can be leveraged for future employability.
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Intern Role Requirements

- Are there unique skills or educational requirements for the internship?

	Required	Preferred
Education	<ul style="list-style-type: none"> • University degree or college diploma in progress with at least one business or marketing course completed 	<ul style="list-style-type: none"> • University degree – bachelor’s specialization in marketing
Experience	<ul style="list-style-type: none"> • Previous work or volunteer experience demonstrating time management skills 	<ul style="list-style-type: none"> • Previous work or volunteer experience demonstrating initiative and project management skills
Technical Skills	<ul style="list-style-type: none"> • Microsoft Office Suite (PowerPoint, Word, Excel) 	<ul style="list-style-type: none"> • Intermediate Excel

Sources

- Are there any specific external partner options available to support talent sourcing?

Education (universities, colleges, trade schools, certification and training programs)	<ul style="list-style-type: none"> • Southern New Hampshire University, Master’s in Digital Marketing • Purdue University Global, Bachelor’s in Business Administration – Marketing
Professional associations	<ul style="list-style-type: none"> • American Marketing Association – Chicago Division
External agencies	<ul style="list-style-type: none"> • The BrandLab

Additional Notes: