

Innovative Industries Internship Program Orientation

Agency: _____ Intern: _____

Enrollment Date: _____ Anticipated End Date: _____

BEFORE MEETING

- Check Connecting Colorado for Business and Intern
- Print business agreement
- Print orientation paperwork
- Labor market information brochure
- Check CORE for business/vendor

Welcome and program overview

Employer Agreement (interns do NOT meet definition of contract or 1099)

Collect W-9

Copy of Worker's Compensation Insurance

Register in Connecting Colorado

Time sheet (ours or theirs)

Collect intern resume

Discuss evaluation/survey

Invoice and billing – collect final pay stub with accrued wages

Provide Contact information – business card

AFTER MEETING

- Send emails to intern and business with follow up documents
- Copy of signed agreement – store in digital file
- Login to Connecting Colorado and enroll intern
- Set calendar appointment for mid-point check-in email
- Set calendar appointment for two weeks before end point

WRAP UP

- Send program evaluation
- Send invoice and request for time sheet and final pay stub
- Follow up with intern to connect with Workforce Center if necessary
- End program term in Connecting Colorado
- Confirm payment in CORE
- Update budget tracking spreadsheet