

Program Plan for the Development of Future Public Health Leaders – the Teaching Health Department

Recruiting Tips Worksheet #2

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- Remember, the intern is applying for a job even though the internship is often unpaid. The interview, whether in person or initially over the phone, should be treated as any other professional interview both for the student and the individual who is doing the interviewing.
- Resume and writing samples should be requested ahead of the interview if possible or at least before any face to face interview is accomplished.
- You want to learn their schedule, interests, goals, and get a sense of how much supervision they will need.
- The student must be a good fit as they will be with you for an average of 3-9 months. The same care should be taken in the interview(s) even though salary and benefit negotiation are usually not part of the conversation.
- Not everyone will be a good fit. Do not be afraid to turn someone down. They might not be ready this year but perhaps next year or even next semester.
- If they are doing this internship for college credit, make sure you understand what is required by their academic advisor and follow-up with both the advisor and student to assure completion of credit, logging of hours, work restrictions, etc.
- The student should be given a project or at least a piece of a larger project that they can complete during their tenure with your health department. If possible allow them to present on their work to staff and others.
- Be sure they have a key resource person to assist with questions, advice, and hopefully a recommendation when their time with you is complete.
- Don't just limit your acceptance to students of public health. Business, marketing or finance, policy, communications, or technology related degree program students can bring exciting and much needed skillsets to the table. Remember, you are expanding their understanding of what public health is all about.
- Do not limit your acceptance to graduate level students. While students of this level are most attractive, great enthusiasm and energy can be gained by allowing younger less experienced students into your organization. The key is always the amount of supervision needed which may have nothing to do with age.

¹ Credit to be given to Lynden Schuyler, MBA, MPH, former CDC PHAP Associate who helped to develop the Boone County Health Teaching Health Department

Boone County Health Department's web page has among its listings "internship opportunities". The job description, phone number for information and application can be found at <http://www.boonecountyl.org/content/internship-opportunities>