Internship Program Overview

I. Mission Statement…………………………………………………………………..Page 2

II. Benefits of having an intern………………………………………………………Page 3
   a. Short term benefits
   b. Long term benefits

III. How to request an intern for your department…………………………..Page 4
    a. Planning for your intern
    b. Internship description
    c. Mentor training

IV. Recruiting Process……………………………………………………………..Page 5

V. Orientation/First day for interns………………………………………..Page 5
   a. Orientation guidelines
   b. Assigning a mentor

VI. Evaluating interns……………………………………………………………..Page 6
   a. Supervisor responsibilities
   b. 30 day review/Final review

VII. Evaluating intern program………………………………………………..Page 6
    a. Evaluating intern
    b. Exit interviews

www.choosemedifast.com
Mission Statement for Intern Program:

The intern program is intended to create a beneficial relationship and growth opportunity for Medifast, its employees, and collegiate students in the Baltimore area. This program will enhance our ability to accomplish our strategic goals, recruit top talent, and build strong relations within the community.

www.choosemedifast.com
Benefits of Employing an Intern:

Short Term Benefits:
- Provides the organization with fresh ideas and perspectives. New people bring with them novel perspectives, fresh ideas, and specialized strengths and skill sets. These augment the abilities of your professional workforce.

- Fulfills a civic and professional responsibility. Creating an internship program is an excellent way to give back. Hiring interns not only helps students in your community get started; it enhances the local workforce as a whole.

Long Term Benefits:
- Enhance leadership and supervisory skills for employees seeking managerial opportunities in the future. Your rising stars can be given the opportunity to gain experience managing others and will be able to apply those skills in the future.

- Builds a pipeline of full time candidates who are already trained in “The Medifast Way”. An internship program is a year-round recruiting tool. Implementing an internship program means you have an ongoing pipeline of future fulltime employees.

- Effective way to evaluate the talent of future hires. According to NACE's 2009 Experiential Education Survey, almost 40% of employers reported a higher five-year retention rate among employees they'd hired via their internship programs.

- Enhancing community relations and raising awareness of Medifast as an employer of choice in the Baltimore area. We all know that Medifast is a great place to work, and an internship program can enhance that reputation for prospective graduates.

www.choosemedifast.com
How to Request an Intern for Your Department:

Planning for your Intern:

- What will the intern gain from completing this project?
- What will your department gain from having an intern?
- What skills does the intern need to have in order to perform this internship?
- What equipment will the intern need to be successful?
- Who will mentor and supervise your intern?
- What is the duration of the internship?

Internship Description:

- An internship description should include the majority of tasks anticipated to be completed
- It is accepted that an internship will have a certain amount of administrative tasks. However, this should be no more than 50%. Interns must be allowed to participate in projects that directly align with their academic background or career goals. (This creates a mutual benefit for the intern and Medifast.)
- What types of project will the intern work on?
- What are the expectations of the intern?

Mentor Training:

Assigned mentors will attend a training to include the following topics:

- The Mentor’s role in the internship program
- Benefits of the intern program
- How to create a beneficial experience for the intern, the mentor, the department and Medifast as a whole
- Assisting in the evaluation of the intern

www.choosemedifast.com
Recruiting Process:

- Interns must have a current GPA of 3.0 or greater
- Recruiter will screen for the following topics:
  - What does the intern hope to gain from this experience?
  - Hours and duration the student is looking to work
  - Educational background
  - Career goals
  - Applicable experience
  - Paid or unpaid internship
  - GPA
  - Overall interest level is specific department and company
- Candidates are then recommended to requesting supervisor for review.
- Recruiter collects information for background check and submits to HR Coordinator
- Requesting Supervisor can elect to accept Recruiter’s recommendation and hire or arrange a personal/phone interview.
- Once a decision has been made Requesting Supervisor will contact Recruiter with the following details:
  - Hourly rate (If applicable)
  - Duration
  - Supervisor and Mentor
- Recruiter will extend offer to intern
- Offer letter request form will be submitted to HR Coordinator and offer letter will be delivered to intern.

Orientation/First Day:

Orientation Details:

- Ideally starts as a pizza lunch or ice cream social for new interns to socialize
- Include the following details:
  - Overall mission of intern program
  - Organizational structure
  - Company history
  - Company protocol
  - Dress code
  - Company hours
  - Holiday observances
- Have all interns sign GMP, Non Disclosure forms, and I-9 information

www.choosemedifast.com
**First Day Information:**

- Assign mentor: A mentor is a counselor, guide, tutor and coach that helps guide students through their on-going training process. The mentor has the ability of passing knowledge and experience as well as providing a fresh outlook.
- Introduce intern to mentor and supervisor
- Review job description, Intern Contract and expectations with intern
- Ensure the intern is properly equipped with office supplies, computer, and phone

**Evaluating Interns**

**Supervisor Responsibilities:**

- Keep interns occupied by assigning a sufficient amount of tasks.
- Provide a variety of field experience
- Include intern in meeting whenever possible
- Provide information regarding career paths
- Facilitates a positive organizational image
- Communicate job objectives and assignments
- Provide formal and informal feedback
  - Identify developmental opportunities to strengthen and enhance the intern’s skills and performance
  - Provide feedback on performance, skills, and strengths in areas that need improvement
- Complete an evaluation of student’s performance on a 30 day and end of assignment basis.

**Exit Interviews:**

*Last Day of internship:* Conduct an interview with HRBP or send intern a survey through Survey Monkey.

**Things we can gain from an exit interview:**

- Performance of supervisor
- Performance of mentor
- Overall value of intern program
- Where we can improve

**www.choosemedifast.com**