



NECA
PHILADELPHIA
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Internship Best Practices




Angie Hart, Rosendin Electric Inc.
Matt Dole, Lighthouse Electric
Moderated by Joelle Salerno, Western PA Chapter NECA

TRADE SHOW EDUCATION

This session is eligible for 1 Contact Hour.

For these hours to appear on your certificate, you must:

- Have your badge scanned at the door
- Attend 90% of this presentation
- Fill out the online evaluation for this session



BEST PRACTICES
Internships in the Electrical Construction Industry




ELECTRI Internship Best Practices Toolkit

- Compensation Options
- Recruiting & Interviewing Candidates
- Supervisor & Mentor Guidance
- Internship Structure & Activities

• Sample:

- Job Descriptions
- Interview Questions
- Offer Letters
- Performance & Exit Evaluations



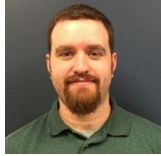
Get the ELECTRI Internship Best Practices Toolkit!






Panelists

Matt Dole
Construction Design Manager
Lighthouse Electric Company
(Canonsburg, PA)



Angie Hart
Executive Vice President Rosendin
Electric (San Jose, CA)



Moderator

Joelle Salerno
Assistant Director Western PA
Chapter NECA



Connecting With Candidates

There are a variety of ways to advertise your internship and connect with qualified students.

- Career Centers & Career Fairs
- Employee Referrals
- Faculty Referrals
- On-Campus Student Organizations
- Guest Lectures & Speaker Engagements
- Job Boards & Social Media
- ELECTRI International's Industry Connect Program
- ELECTRI International's Electrical Contracting Innovation Challenge (ECIC)

HELPFUL TIPS

- Ask faculty and staff from Electrical Engineering, Construction Management, or related majors about classroom opportunities to connect with students.
- Connect with on-campus student groups and organizations to learn about new ways to meet students who are interested in hands-on EC industry experiences.



Benefits that students are most interested in (in this general order):

1. Challenging work scope and a well-defined internship project
2. An engaging company culture
3. Opportunities to network with executives and industry leaders
4. Professional development training and education
5. Monetary benefits (salary, stipend, travel expenses, etc.)
6. Additional perks (corporate events, travel, etc.)

HELPFUL TIP

- Involving team members in decision-making increases their satisfaction and commitment to the decision. Additionally, involving the team can help communicate direction and clear up any misunderstandings team members may have.



HELPFUL TIP

Start your intern off by providing the important information they will need to understand the company landscape, culture, and how to succeed.

Describe the following items:

- The company's organizational structure
- Special industry jargon
- Specific work standards and procedures
- Access to supervisor (days, times, duration)
- Tasks to be done with supervisor approval
- Work processing requests and timeliness
- Email, mail, and telephone systems
- Safety regulations
- Procedure for signing off completed work
- Security and confidentiality guidelines, if relevant
- Acceptable dress and appearance
- Maintaining the premises and work station
- Productive interactions with others at the work site
- Personnel who can answer different kinds of questions

ELECTRI/NECA Student Chapters Program



Thank you!

Contact:

Joelle Salerno
Western PA NECA

jnsalerno@wpaneca.com



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Complete the Online Evaluation

