



HIRING INTERNS AND CO-OPS

OUR COMMITMENT:

WE WILL PARTNER WITH YOU TO PROVIDE
YOUR ORGANIZATION WITH OUTSTANDING
INTERNSHIPS AND CO-OPS.



BRADLEY
University

Smith Career Center
Springer Center for Internships

1501 W. Bradley Ave. | Peoria, IL 61625
(309) 677-2510 | careers@bradley.edu
bradley.edu/scc



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SPRINGER CENTER FOR INTERNSHIPS

Experiential learning represents a signature emphasis within Bradley University's mission. To encourage student participation, the Springer Center for Internships, within the Smith Career

Center, administers a centralized Cooperative Education and Internship Program. We welcome the opportunity to build mutually beneficial relationships with you and your organization.

Interns

Bradley interns bring new insights, skills, and knowledge to employer partners. Students work part-time or full-time during an academic semester (fall, spring, or summer). Your hired intern will register in a co-op/intern course and complete reflective learning assignments to complement the work experience. Internships can be paid or unpaid experiences.

Co-ops

Bradley co-ops work multiple, full-time assignments with the same employer. Students work with you, and their academic advisor, to determine two available semesters for co-op. Your hired student will register in a co-op/intern course to secure their full-time student status. Co-ops are generally paid experiences.



GUIDE FOR HIRING STUDENTS

1

Submit a job description to the Smith Career Center at careers@bradley.edu or post online to Bradley netWORK at bradley.edu/scc. We recommend developing a strong listing with details about the learning experience!

2

Market the opportunity by attending career fairs or using the candidate search function in Bradley netWORK. We will assist you by sending students a Weekly Internship Update and promoting the opportunity to faculty.

3

Review candidates' résumés. Conduct interviews on-campus, virtually, or at your site. Make your hiring decisions and inform students of your onboarding process.

4

Notify the Smith Career Center of your selected hires. If the student registers for a co-op/intern course, you will be asked to complete a Learning Goals Statement and Final Evaluation Form.

CONTACT US

We are happy to provide personal assistance. Please call (309) 677-2510.

TIPS FOR EMPLOYERS

Broaden Your Search

Consider a variety of academic majors for your co-op and internship opportunities. Bradley has talented students across all five colleges of the University.

Assign a Supervisor and Mentor

Designate a supervisor that can develop meaningful projects, provide assistance, and give weekly feedback. Consider assigning a mentor to share professional advice and tips on your work culture.

Schedule a Site Visit

Invite Smith Career Center staff to visit your workplace and meet with current students. Learning about your organization helps us to promote your opportunities in the future.

Ensure a Good Learning Experience

Encourage your new hire to register with the Smith Career Center. Our co-op/intern courses assist students with workplace preparation. Registered students meet with their career advisor, establish learning goals, and review soft skills needed for the position.

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56%
of interns convert
to full-time hires

2019 NACE Internship
and Co-op Survey Report

Incorporate Best Practices

Require your student to complete a final presentation. Many employers are implementing this new best practice. Students are asked to work in teams to solve a problem facing the organization. Final presentations are delivered in a professional setting with your staff in attendance.

Build a Plan for Onboarding

Take time to prepare your organization for the student. Inform your staff and establish a good working area with resources. Develop a training plan with opportunities for networking and professional development.

Identify Weekly Projects

Create a project plan with clear expectations and deadlines. Students are used to working from class syllabi to stay on track during the semester. Establish weekly meetings to review and evaluate progress.

Develop Ambassadors

Ask your student to serve as an ambassador back on campus. Have the student join you at your career fair booth, information session, or other recruiting events.

