

PAID INTERNSHIP

EMPLOYER GUIDE

A practical guide for employer partners



BUILD YOUR TALENT PIPELINE

Introduce and evaluate
potential talent.



DEVELOP WORKPLACE SKILLS

Provide meaningful,
career-connected
experience.



STRENGTHEN OUR COMMUNITY

Support Broward County's
future workforce.



1 PROGRAM OVERVIEW AND BENEFITS

A short-term workplace learning opportunity that develops talent

CareerSource Broward partners with employers to provide eligible participants with meaningful workplace experience. Employers introduce, develop and evaluate potential talent while interns build occupational and workplace skills.

PROGRAM AT A GLANCE



Up to
480
total hours



Up to
28
hours per week



Up to
\$16
per hour paid by CSBD



Workers'
compensation insurance
covered by CSBD

BENEFITS TO YOUR BUSINESS



BUILD A TALENT PIPELINE
Observe how a potential worker
learns and performs.



REDUCE WAGE COSTS
CSBD pays wages during
the authorized internship.



DEVELOP NEEDED SKILLS
Provide hands-on experience
tied to real responsibilities.



IDENTIFY POTENTIAL HIRES
Provide hands-on experience
tied to real responsibilities.



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HOW THE PROCESS WORKS

CareerSource Broward guides the employer through each step

1



IDENTIFY THE OPPORTUNITY

Provide the duties, schedule, required skills and learning opportunities.

2



REVIEW REQUIREMENTS

CSBD reviews the opportunity for program fit.

3



IDENTIFY CANDIDATES

CSBD works to identify eligible participants aligned with the opportunity.

4



INTERVIEW AND SELECT

The employer may interview referred candidates and select the best fit.

5



COMPLETE DOCUMENTS

All required documents must be completed before the internship begins.

6



BEGIN THE INTERNSHIP

The employer supervises the intern while CSBD provides program support.



WHAT TO EXPECT

CSBD does not maintain a pool of interns who can be assigned automatically. The time needed to identify an eligible and appropriate candidate can vary.

Submitting a job description does not guarantee that a participant will be immediately available.



3

CREATE A STRONG INTERNSHIP OPPORTUNITY

A clear job description and learning goals improve the match

INCLUDE IN THE JOB DESCRIPTION



Job title, worksite and schedule



Duties and responsibilities



Required and preferred skills



Equipment, technology or software used



Physical or environmental requirements, if applicable



Skills the intern will learn



Supervisor's name and contact information



SEPARATE REQUIRED SKILLS FROM SKILLS THAT CAN BE LEARNED

Identify three to five practical learning outcomes, such as using company software, applying customer-service standards, following safety procedures or learning an occupational process.



REMEMBER THE PURPOSE

The internship must provide meaningful work and skill development. It cannot be used to replace regular staff or simply obtain free labor.



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SUPERVISION, PAYROLL AND WORKPLACE CONCERNS

The employer manages the workplace; CSBD manages payroll and program support



SUPERVISE THE INTERN

Designate a supervisor to train, answer questions and provide feedback.



TRACK AND SUBMIT HOURS

Maintain accurate records and submit the required CSBD timesheet.



PAYROLL

Once the supervisor submits the timesheet, CSBD processes payroll.



SAFE WORKPLACE

Follow applicable safety, labor and nondiscrimination requirements.



WORKERS' COMPENSATION

CSBD provides coverage. Report any workplace incident immediately.



REPORT CONCERNS PROMPTLY

- Repeated tardiness or absences
- Performance or conduct concerns
- Failure to follow instructions
- Safety concerns or workplace incidents
- Changes in duties, schedule or worksite



Contact CSBD before making significant changes to the internship.





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FROM INTERN TO EMPLOYEE

Hiring is not required, but a successful internship can build your talent pipeline

The internship allows you to evaluate a participant over time. Employers are encouraged to consider successful interns for available positions.

WHAT TO EVALUATE

AREA	WHAT TO CONSIDER
 Attendance	Dependable and punctual
 Learning	Applies instruction and feedback
 Skills	Develops required occupational skills
 Communication	Communicates professionally
 Teamwork	Works effectively with others
 Overall fit	Could succeed as an employee



FROM PAID INTERNSHIP TO ON-THE-JOB TRAINING

As the internship draws to a close and you would like to retain the intern; however, they need additional training, CSBD can offer you an On-the-Job Training (OJT) contract to enhance any skills the intern needs. During the OJT, CSBD will provide wage reimbursement funding for the new training period, as determined with CSBD.

To take advantage of the OJT option, please contact your CSBD Business Services Consultant four weeks before the internship ends.



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FREQUENTLY ASKED QUESTIONS

Quick answers for employer partners

1

Can I request a specific type of intern?

Yes. Describe the duties, skills and learning opportunities. CSBD will work to identify an eligible, appropriate match.

2

How quickly will I receive an intern?

There is no guaranteed turnaround time. The time needed to identify a candidate can vary.

3

Can I interview candidates?

Yes. You may interview referred candidates and select the best fit.

4

Do I have to hire the intern?

No. However, employers are encouraged to consider successful interns for available positions.

5

Who supervises and pays the intern?

The employer provides day-to-day supervision. CSBD processes payroll after receiving the supervisor-approved timesheet.

6

Does CSBD cover workers' compensation?

Yes. Report any workplace incident to CSBD immediately.

7

Can I change the intern's duties or schedule?

Discuss significant changes with CSBD before making them.

8

Can I hire the intern when the internship ends?

Yes, if the intern successfully completes the internship and meets your hiring requirements.

7

EMPLOYER READINESS CHECKLIST

Use this checklist before requesting a paid intern

- ☒ We have a meaningful work experience and complete job description.
- ☒ We identified required skills and skills that can be learned.
- ☒ We identified three to five learning objectives.
- ☒ We designated a supervisor or mentor.
- ☒ We can provide the agreed worksite and schedule.
- ☒ We can provide instruction, feedback and a safe workplace.
- ☒ We understand that CSBD must identify an eligible and appropriate participant.
- ☒ We understand that a candidate may not be immediately available.
- ☒ We will submit accurate CSBD timesheets.
- ☒ We will report attendance, performance and workplace incidents promptly.
- ☒ We will consider the intern for available positions.



READY TO BEGIN



If the opportunity provides meaningful experience and skills that move a participant closer to employment, contact CareerSource Broward.

Visit employerinterest.careersourcebroward.com for current program terms and assistance.

This guide is a practical overview and does not replace applicable laws, policies, agreements or program requirements. Confirm current terms with CSBD before an internship begins.