

## T. Howard Foundation: Selecting Candidates

The T. Howard Foundation Final Talent Pool (FTP) of candidates is comprised of over 450 college students and recent graduates with a wide range of academic majors, geographic availabilities and skill sets. To best serve our Host Company (HC) partners the T. Howard Foundation offers HC's two options for facilitating the placement of summer interns.

### Option A: Position Specific

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Companies can elect to identify a specific internship position that they will fill only through the Foundation's FTP. *A HC can submit an unlimited number of position specific requests.*

- 1) The HC will agree that the position has been designated to be filled only with a T. Howard Foundation FTP candidate.
- 2) The HC will submit an online **Intern Request Form** for **each** position which will provide a detailed position description.
- 3) The Foundation will provide up to **three** candidates meeting the outlined qualifications for the position.
- 4) The HC will interview and select the intern of choice to fill the position.
  - a. If after interviews the HC is not interested in proceeding, the Foundation will secure additional candidates for another round of interviews with the HC.

### Option B: Department Pool of Candidates

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Companies can elect to receive multiple candidates for specific departments selecting the best candidates for the opportunities available. It is not necessary for the HC to identify these positions to be filled only through the T. Howard Foundation FTP. ***These candidates will also be under review by other companies. It is in the best interest of any HC to move quickly to ensure selection of the best candidate(s).***

- 1) The HC will complete a **Candidate Pool Request Form**. The Candidate Pool Request Form allows for HCs to select up to **three** different departments (Ad Sales, Finance, Marketing etc.) within their companies that will be targeted for internship placements through the Foundation.
- 2) The HC will receive up to **five** candidates for **each department** for review (for a maximum of 15 candidates per company).
- 3) The HC is free to interview candidates and select as many candidates for internships as they like from their pool.
- 4) Once at least **one** position has been filled, the host company can submit an additional request for intern(s) for another department. This process can be repeated as often as a position as filled.

# T. Howard Foundation: Selecting an Intern

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## What happens after the request is submitted?

- 1) We narrow our search pool to provide you with the best candidates for your internship opening. We contact the candidates to verify that they are 1) still interested and available for a summer internship and 2) will have housing for the summer.
- 2) After your request has been submitted, within 7-10 business days you will receive an email containing the MS Word versions of the resumes of all candidates we believe to fit your search criteria.
- 3) You are free to contact the candidates to schedule and conduct interviews. You are not required to interview any candidates you are not interested in pursuing.
  - a. Please remember that many of our students may attend college in an area outside of where you are located, but will have housing accommodations for the summer in your area, therefore, an in-person interview may not be possible.

## Ready to make an offer?

- 1) After you have conducted your interviews and are ready to make an offer you must ***first contact the Foundation. The Foundation will contact the candidate to make the internship offer.***
- 2) After we have confirmed their acceptance, we will immediately reach out to the contact person at the host company who can then contact the intern for follow-up. The host company will then work directly with the intern to complete all necessary paperwork.\*
- 3) The host company must complete the Foundation's online *Intern Assignment Form*. Prior to the start of the internship period, the host company contact will receive an official letter from the Foundation listing all of their interns for the summer 2012.

*\*In order to meet our Host Company requirements, the T. Howard Foundation conducts a thorough assessment of our applicants' academic performance, skills, activities, resume and personal interview in order to determine their potential and ability to perform successfully in an internship experience. However, we do not conduct criminal background screenings as a part of our assessment of applicants.*

## The Internship Period

### 1) Orientation

All interns are required to attend the T. Howard Foundation Summer Orientation June 4-7, 2012. The Summer Orientation will be held in New York and hosted by **NBC Universal**. If your internship starts prior to June 4, you can have your selected interns start as soon as possible but will be asked to allow them to attend Orientation.

### 2) Evaluations

- Foundation staff will conduct a mid-summer check-in appointment with each intern via telephone.
- Foundation staff will offer a mid-summer check-in appointment to all intern supervisors via telephone.
- Each supervisor will agree to complete an End of Summer Evaluation for each intern. The evaluation is of vital importance to the Foundation as it is used to provide professional development and in scholarship considerations.

### 3) End of Summer Debrief

All interns are required attend the End of Summer debrief for one half-day in early August. This event is held onsite in New York, NY, Silver Spring, MD and Atlanta, GA. All other interns will join via conference call.

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## Internship Program Contact Information

### Sharise Kent

Senior Project Manager

301-588-6767 ext: 223

[skent@t-howard.org](mailto:skent@t-howard.org)

### Karla Morrison

Assistant Program Manager

[kmorrison@t-howard.org](mailto:kmorrison@t-howard.org)

301-588-6767 ext: 224