I. **Brainstorm 8-10 projects** or activities that an intern or apprentice could do to gain work experience and skill development in your community, organization, or business, and list them on a single page.

II. **Share your draft with others who might be willing to partner:** by offering project work for the intern or apprentice, or supervision, or funding to cover the investment. Customize your draft description to fit the partners’ input and contributions.

III. **Convert your draft into an official Summary (see examples on Pages 17-18),** merging your bullet points into 4-5 major objectives with approximate hours assigned to each objective (the total number of hours would be the amount assigned to the internship level or to the apprenticeship). Also, add an introductory paragraph that summarizes the main learning opportunities.

IV. **Advertise for a Community Intern or Apprentice**—distribute the internship summary to high schools, to college departments that fit with your internship summery, and create a brief press release to publish in local newspapers and church bulletins. Make sure to list a contact person to whom prospective candidates can respond. At the same time, reflect on all the people that you and others know, and then personally visit any who you think could make good applicants (candidates are more likely to respond to personal invitations).

V. **Interview the candidates** (after they have submitted an online application on the OC website: http://ogallalacommons.org/get-involved/apply-for-an-internship/)

VI. **Select a prospective intern or apprentice,** looking for passion and enthusiasm, and a personality that will blend with the supervisor(s). Additional traits to look for:

- **Is the candidate friendly and customer-oriented?**
- **Does the candidate have confidence?**
- **Is the candidate coachable, and are they comfortable with failure and learning through constructive criticism?**
- **Can the candidate demonstrate an ability to work responsibly and effectively?**

Before making a final decision, check on your candidate’s references—to get a fuller picture of who the person is. Take all your findings back to the partners, and share with them what you have learned through the interviews—then you should be ready to choose your prospect. As a courtesy, be sure to respond to everyone you have interviewed within a reasonable amount of time, to let them know what you have decided. Also, if possible, choose an alternate—in case the prospect you first select has to decline or withdraw for some reason.

VII. **Inform the intern or apprentice you have chosen,** and ask if that person will accept the position. Then make sure that the prospect has submitted an official online application to Ogallala Commons. Once the application has been verified and completed, the partners will be ready to move to drafting a Work Plan to guide the new Community Intern or Apprentice to a successful experience!