

BEST PRACTICES, Career Development Center

Title: Best Practices: The Impact of Internships # 384
Source: Penn State **Co Area:**
Addl Info: <http://pennstatebehrend.psu.edu/student/cdc/Internship%20Best%20Practices.pdf> - (URL no longer valid)
Abstract: The above website is a manual about internships. It covers -
STEPS TO BEGINNING AN INTERNSHIP PROGRAM
COMMON INTERN CONCERNS
LEGAL ISSUES
ORIENTING AND TRAINING INTERNS
APPENDIX A: SAMPLE FORMS
APPENDIX B: EDUCATION CONTACT LIST
APPENDIX C: RESOURCES AND CONTACTS

Title: On-Campus Recruiting Strategy Best Practices # 385
Source: Penn State, Worthington Scranton **Co Area:**
Addl Info: <http://www.smeal.psu.edu/recruit/practice.html>
Abstract: Internships - Informative website covering -
Response Time/Accurate Follow-up
Sending the Right Person
Keeping in Touch
Know How to Interview
Presentations/Information Sessions
Provide Access to Recent Hires
Culture and Jobs
Use Technology Wisely
Creating More Visibility

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Title: Code of Best Practice

570

Source: University of Cambridge

Co Area:

Addl Info: <http://www.careers.cam.ac.uk/recruiting/codeofpractice.asp>

Abstract: We urge our students and you to adhere to the below Code of Best Practice in dealing with applications, interviews, and making and accepting offers of employment.

There is a Code of Best Practice in Graduate Recruitment agreed by

- * AGR - the collective voice of graduate recruiters
- * AGCAS - the Association of Graduate Careers Advisory Services
- * NUS - the National Union of Students

How should Students, Employers or the Careers Service adhere to the Code of Best Practice?

- * Students
- * Employers
- * Careers Services