

# NEED ASSESSMENT

Before hiring an intern, it's important to have a specific project in place for the intern to work on.

Internship projects can cover a wide range of tasks and responsibilities, so to help narrow it down, start by asking yourself these questions:

WHERE DO I NEED HELP?	
WHAT TASKS DO I KEEP PUTTING OFF?	
DOES MY TEAM NEED HELP WITH ANYTHING?	

The answers to these questions form the basis of your internship project.

I need help with \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I can hire a \_\_\_\_\_ intern to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_