



2018 SUMMER INTERN PROGRAM EMPLOYER GUIDELINES

HRACRE sponsors a summer internship program to help college students from Hampton Roads or attending a university in Hampton Roads who are interested in working in the commercial real estate industry find a summer internship with one of our member companies. Applications, resumes and transcripts are collected from students and provided to participating employers so they can identify qualified students for interviews. **You may hire interns outside of our pool of applicants and put him/her through the six-week HRACRE program in order to expose them to the many learning and networking activities planned.** Below is additional information regarding the HRACRE summer internship program.

- **Compensation is between the employers and the interns. The employer should discuss this with the intern during the selection process.**
- Our program dates this year are: **Monday, June 4, through Friday, July 13** (6 weeks). You are free to make arrangements with your intern to work with your firm before and beyond those dates, but the intern should at least work with you through these dates.
- Please do your best to have a challenging and organized role for your intern. We want all of the interns to have a fun, positive, and informative experience while participating in this HRACRE-sponsored program. We schedule many educational opportunities for the interns, which should help you with enhancing their experience.
- Interns will be advised that attendance is mandatory. Employers should notify HRACRE if the intern cannot attend due to the intern's involvement in an important project or assignment. We encourage the primary employer contact working with the intern to attend each of the programs, when space permits.

Should you have any further questions, please call the HRACRE office at 757-481-2494.

Thanks again for your participation.