



## **2012 SUMMER INTERN PROGRAM EMPLOYER GUIDELINES**

For the last five years HRACRE has sponsored 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 in Hampton Roads in our industry. HRACRE collects resumes from the students, submits the resumes to participating employers and assists the participating employers to find a qualified student who is interested in their particular area of work. Below is additional information regarding the HRACRE summer internship program.

- **Employers may pay the intern. However, HRACRE will not require the employers to pay the intern. The decision to pay, to not pay, or how much to pay the intern should be decided by the employer and the intern. The employer should discuss this with the intern during the selection process.**
- Our program dates are Monday, June 18, 2012 through Friday, July 27, 2012 (six weeks). You are free to make arrangements with your assigned intern to work with your firm before and beyond those dates, but the intern should at least work with you from June 18 through July 27.
- 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 ask that you encourage your intern to participate in the scheduled HRACRE intern events during the program. We also encourage the primary employer contact working with the intern to attend each of the programs.

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

Thanks again for your participation.