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IMPACT 2018



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Happy Flag Day!

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Success Strategies for Internships – How You Can Set Up a World-Class Program

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Turning *Challenges Into Reliable Solutions*

Erie Plant



Fairview Plant



- Established 1984
- Third-Generation Family Owned Business
- High- and Low-Volume Precision Machining
- Sales:
 - 2016 - \$17.9M
 - 2017 - \$20.0M
 - 2018 - Forecasted \$21.5M
- Sales Breakdown:
 - 40% Traditional Automotive
 - 30% Renewable Energy Automotive
 - 15% Hydraulic/Fluid Power
 - 5% DOD
 - 5% Appliance
 - 5% Other

Company Overview

- Current Employment: ~ 110; union free work force
- ISO/TS16949:2009 Registered; **IATF transition planned Q2&Q3-2018**
- Facilities: Erie and Fairview, Pennsylvania



Facilities

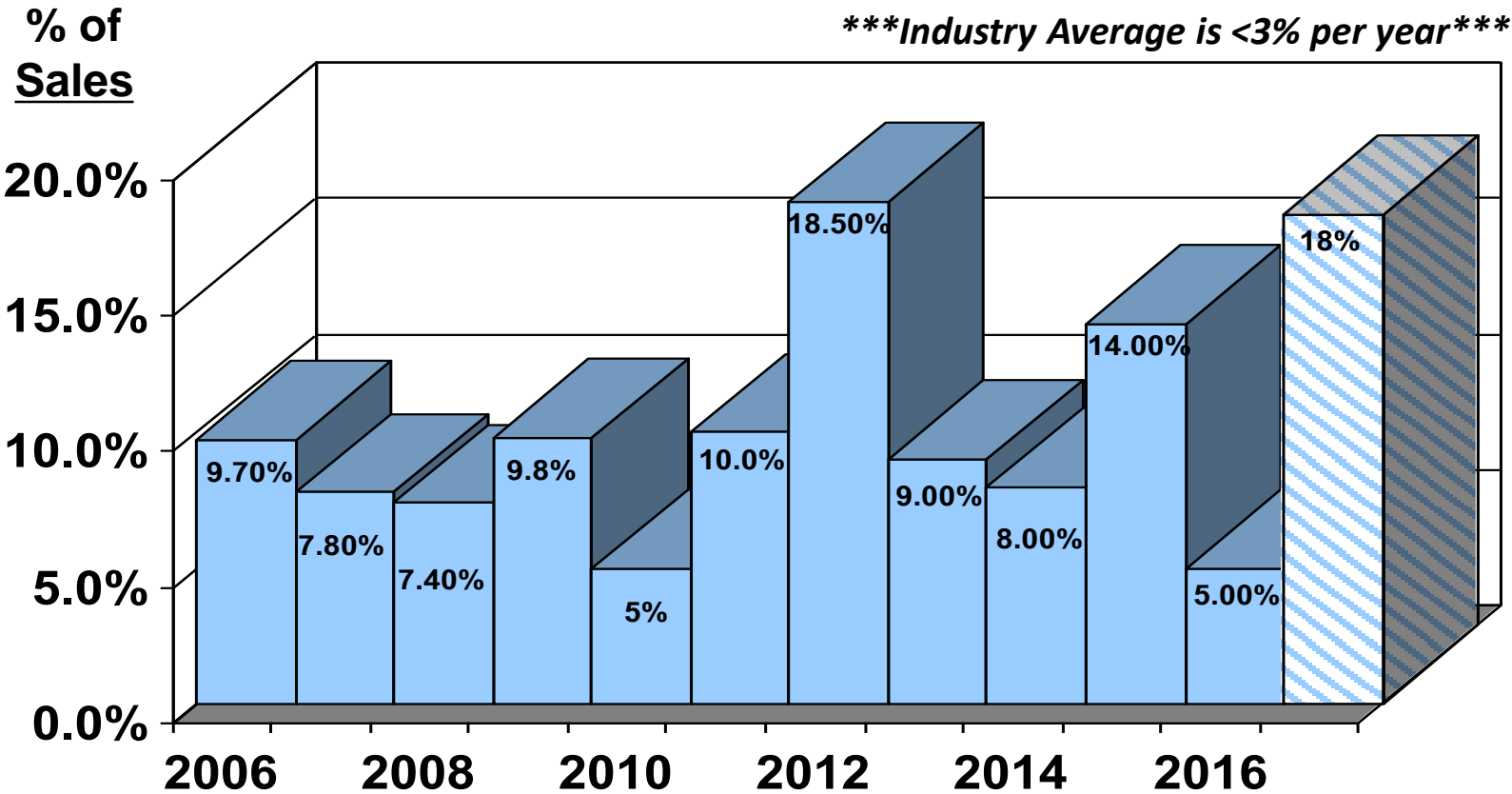
- Erie, Pennsylvania – 45,000 sq. ft.
- Fairview, Pennsylvania – 50,000 sq. ft.



Erie Plant



Fairview Plant



- For ATP to stay relevant in our markets, we need recently educated people.
- We typically have 2 to 4 Interns.
- Most of our Interns are attending College, but some have come from Local High School Vo-Techs.
- Summer FT
- During the School Year PT

- Most Common Interns at ATP – Manufacturing Engineers
- Intern Development Plan:
 - Experience on the Production Floor – Running Machines
 - Observe Processes – Make Recommendations for Improvements.
 - SolidWorks Drawing development and other various computer programs
 - Assist Engineering & Quality Control Depts.

- Intern Development Plan (Cont.):
 - Lean Projects; 5S, QIP
 - Productivity Improvements; Pareto DownTime
 - May work as an Intern 1 to 4 years depending on our requirement and their Performance.

- Our Goal: Provide a Positive Experience for our Interns to further their interest in Mfg. and to potentially offer Full-Time Employment upon Graduation.
- Typical Pay:
 - \$13.50 - \$17.00
 - We have not received Government Assistance for paying our Interns.

- Over the past 5-7 years, we've hired 9 interns for full-time positions.
- Some just are not a good fit based on our or their accord.
- Majority of our Interns have come from Behrend Mechanical Engineering, but we have hired all local University/College Students.

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Thank you!

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What to do Before Approaching the University

- Defining an internship
 - Experience that integrates knowledge/theory from the classroom with practical application and skill development
- Find support
 - Local colleges and universities
 - Society for Human Resource Management (SHRM)
 - National Association of Colleges & Employers (NACE)
 - CareerOneStop Business Center

IMPACT 2018 Understanding the Benefits

- Pipeline for talent
- Brand awareness of college campuses
- Support for your current employees
- Increase diversity within organization

- Who?
 - Ensure buy-in at all levels
- What?
 - Understand what skills sets are needed
- Where?
 - Physical space
- When?
 - Summer; fall; spring
- How (Much)?
 - Understand associated cost



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How to Get the Most Out of Working With a University

- Employers can bring in talented students to contribute to the organization's goals and mission.
- Students in your organization provide supplemental support while enhancing the workforce.
- Professionals share their various skills that foster emerging professionals.
- Start to build your recruitment pool for your organization or industry.
- Brand Recognition — exposing students to brands and companies before they begin a job search

- Applied learning: Students are empowered to put classroom learning into action.
- Prepare to be successful in a specific field.
- Develop a strong resume.
- Create a network of professional contacts for future opportunities and references.
- Find area of strengths as well as areas of improvement.
- Gain knowledge of what a full-time job is like.

- Collaborate with faculty on service learning projects, internships and job shadowing.
- Employers can present to classes on various topics to cultivate the student's professional development.
- Opportunity to interact with students and university stakeholders at on-campus job fairs
- Influence curriculum where internships, practicum and professional development is embedded into certain major requirements

What to do Before an Intern Arrives

- Plan ahead: timelines, training, expectations
- Day One planning: First impressions
- Think like an intern: What do you wish you knew before starting your first job?

- Clarifying rules and expectations early saves time later. Don't assume anything.
- Resources: Interns may sometimes impede other projects; training and education take time.

Specific Actions

- Set appropriate expectations for everyone involved.
- Put it in writing whenever possible.
- Consider your existing policies – explicit and tacit.
- Check in regularly and give feedback.



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How to Get the Most Out of Working with an Intern

Setting Goals

- What does your organization hope to achieve from the internship?
- How will the internship advance the student's knowledge and skills?
- What tasks need accomplished?
- What projects need to be started or revised?

- Sequencing and accountability will help
- Who will work with the intern?
- Interns appreciate knowing things upfront
- What will happen at the beginning? At the end?

- Relationship between internships and onboarding
- Role of informal communication
- Emphasis on learning and professionalism

Takeaways

- How will the intern remember his/her experience?
- What needs to be improved... As you go? Afterward?
- How should the intern communicate with you moving forward?

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Questions?

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For additional resources, visit:
www.mbausa.org/internships

INTERNSHIPS



Thank you for your interest in the MBA's **Strategies for Successful Internships** resource page. For employers seeking candidates, please fill out the form below to contact all four universities in the Erie area - Edinboro, Gannon, Mercyhurst and Penn State Behrend. For specific programs and services, click on the respective **university logo** to view their additional information and resources.

Contact Name

Contact Title

Address

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