



## Blue Avocado Are You Ready For An Intern Quiz

Here's a quiz to help you figure out whether it's the right time for you to bring on an intern—give yourself one point for each “yes” response.

1. Are we clear how an intern will help our nonprofit?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Do we have specific tasks or projects that an intern can fulfill?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Is there a staff member who has the capacity to supervise the intern?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Do we have the physical space for an intern to sit and work?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Will the tasks/projects we're thinking of assigning also bring value to an intern?

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Does the supervisor have an area of expertise they're passionate about sharing with the intern?

Yes \_\_\_\_\_ No \_\_\_\_\_

7. Is the intern's supervisor planning to stay at the nonprofit for the duration of the intern agreement?

Yes \_\_\_\_\_ No \_\_\_\_\_

8. Is leadership on board with bringing on an intern?

Yes \_\_\_\_\_ No \_\_\_\_\_

9. Is there a job description and a clear process for assigning work to the intern of which all staff is aware?

Yes \_\_\_\_\_ No \_\_\_\_\_

10. Do you have a local source to find interns nearby, such as a university or college?

Yes \_\_\_\_\_ No \_\_\_\_\_

#### Scoring Key:

- 9-10 points: Sounds like you're ready to bring on an intern and ensure everyone involved benefits!
- 6-8 points: You might have some needs an intern could fill, but consider carefully any questions where you responded with "No" and identify clearly what needs to change before you're ready.
- 5 or fewer points: Probably not a good time for bringing on an intern. Use this quiz to get all your ducks in a row before reconsidering.

This quiz is in the article [Leveraging Nonprofit Interns](#) by Audrey Del Prete.