



ADVANCING SAN DIEGO

Internship host application prep document

Before beginning the application, please use this document to ensure you have the information readily available to complete the form in a timely manner. Once the application is started, you will not be able to save and return.

If you need additional assistance completing the application, please contact: talent@sandiegobusiness.org.

No official documents required—only the information outlined below:

1. **Company information**—provide general organizational details, including a brief company description, your primary point of contact, and your San Diego County address.
2. **Business characteristics**—share high-level information about your organization such as company size, ownership classifications, whether you have previously hosted interns, and your ability to fund intern wages (if applicable).
3. **Internship planning**—before starting the form, please think through the structure of the internship(s) you plan to offer, including:
 - Number of positions available (1-2)
 - A short description of the role
 - Key responsibilities
 - Expected weekly hours (part-time vs full-time)
 - Work modality (In-person, hybrid, remote)
 - Internship supervisor details
 - Preferred start window
 - Whether the role requires any additional screenings
 - Willingness to host community college interns
4. **Role category & skills**—identify which type of training program the ideal candidate should come from (engineering, computing, business). You will then select the closest matching job title and relevant skills from predefined lists.
5. **Optional information**—determine whether the internship could lead to future paid roles.

Upon collecting this information, please complete the application by February 13.

Questions? Contact the San Diego Regional EDC team: talent@sandiegobusiness.org.