

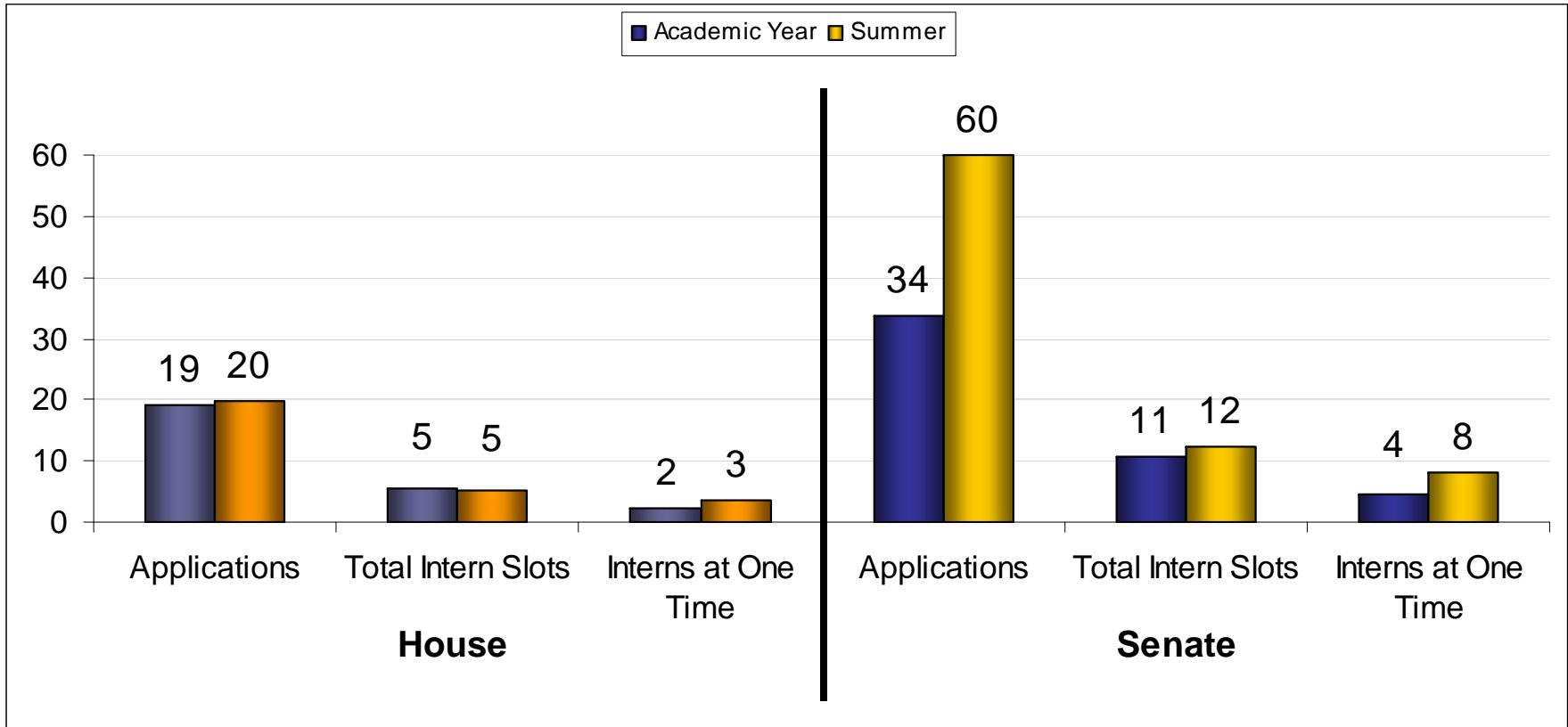


Capitol Hill Internship Programs and Practices

Congressional Management Foundation
May 2008

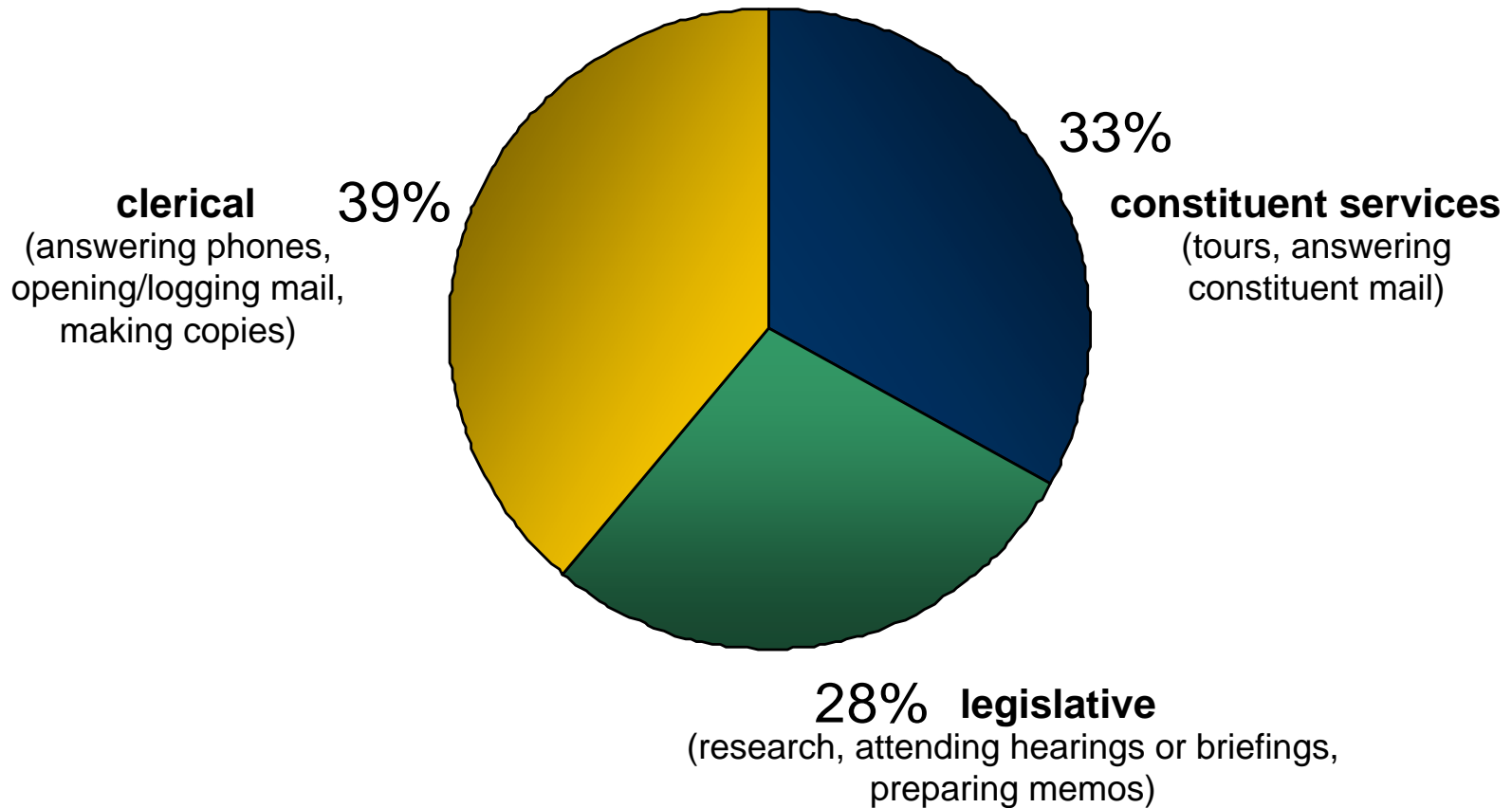
This report was made possible through support to CMF by the Robert T. Matsui Foundation for Public Service and the University of California, Washington Center

The Average Congressional Office

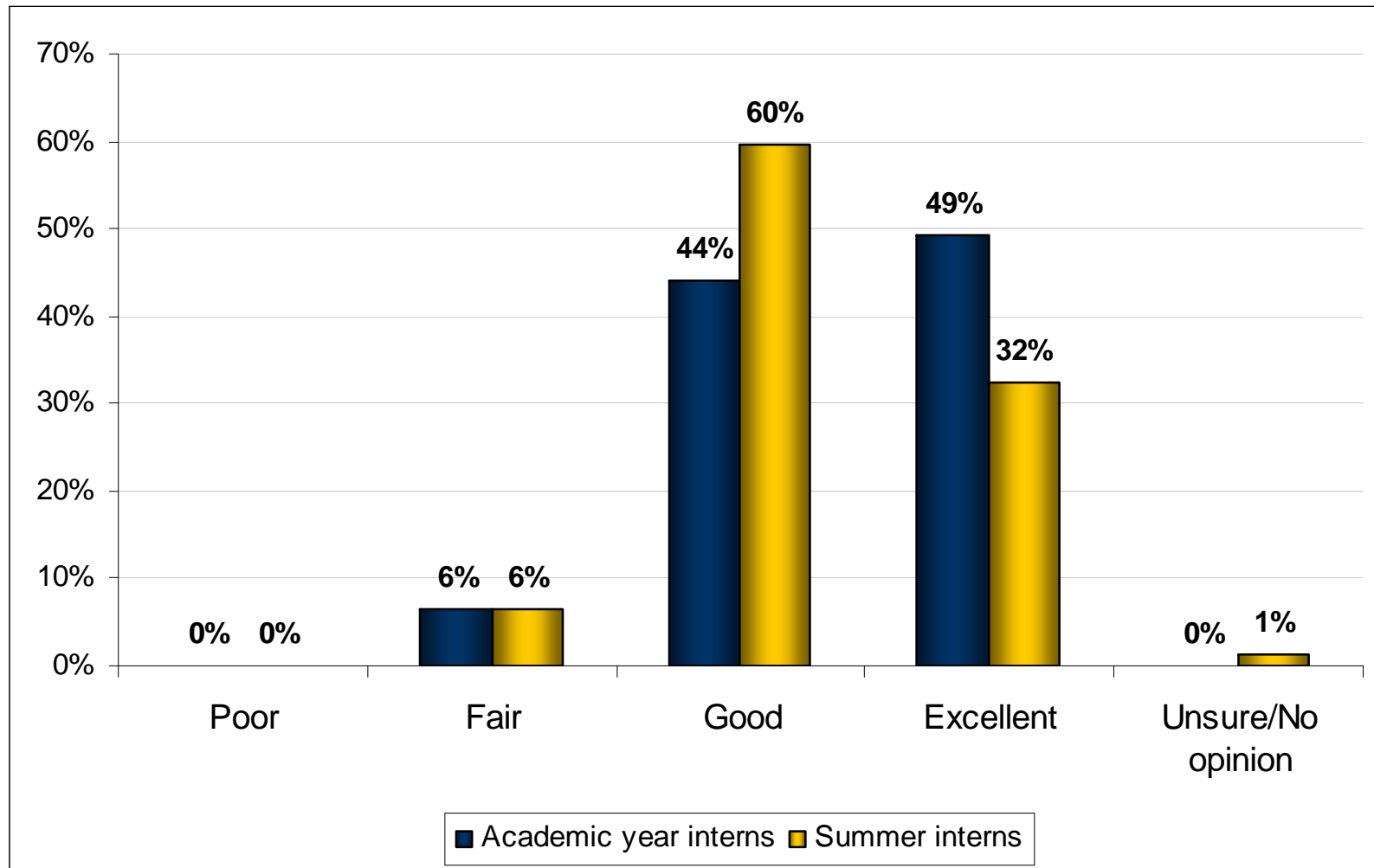


- Internships last from a minimum of 4 weeks to a maximum of 17 weeks
- On average, offices reported half of all interns receive academic credit.

Interns' Workloads Split Fairly Evenly



Quality of Academic Year Interns Surpasses Summer Interns



Offices Perform Thorough Selection Process

- 69% contact references; 55% review Facebook profiles
- Most interns are in their Junior year or above
 - ❑ But freshmen and sophomores were more likely during the academic year
- The person most likely to make the hiring decision:
 - ❑ House – Chief of Staff, followed by Staff Assistant
 - ❑ Senate – Office Manager, followed by Chief of Staff
- The top three factors offices use to choose interns:
 - ❑ Interpersonal skills/interview performance (60%)
 - ❑ Writing ability/skills (48%)
 - ❑ Previous work experience (40%)

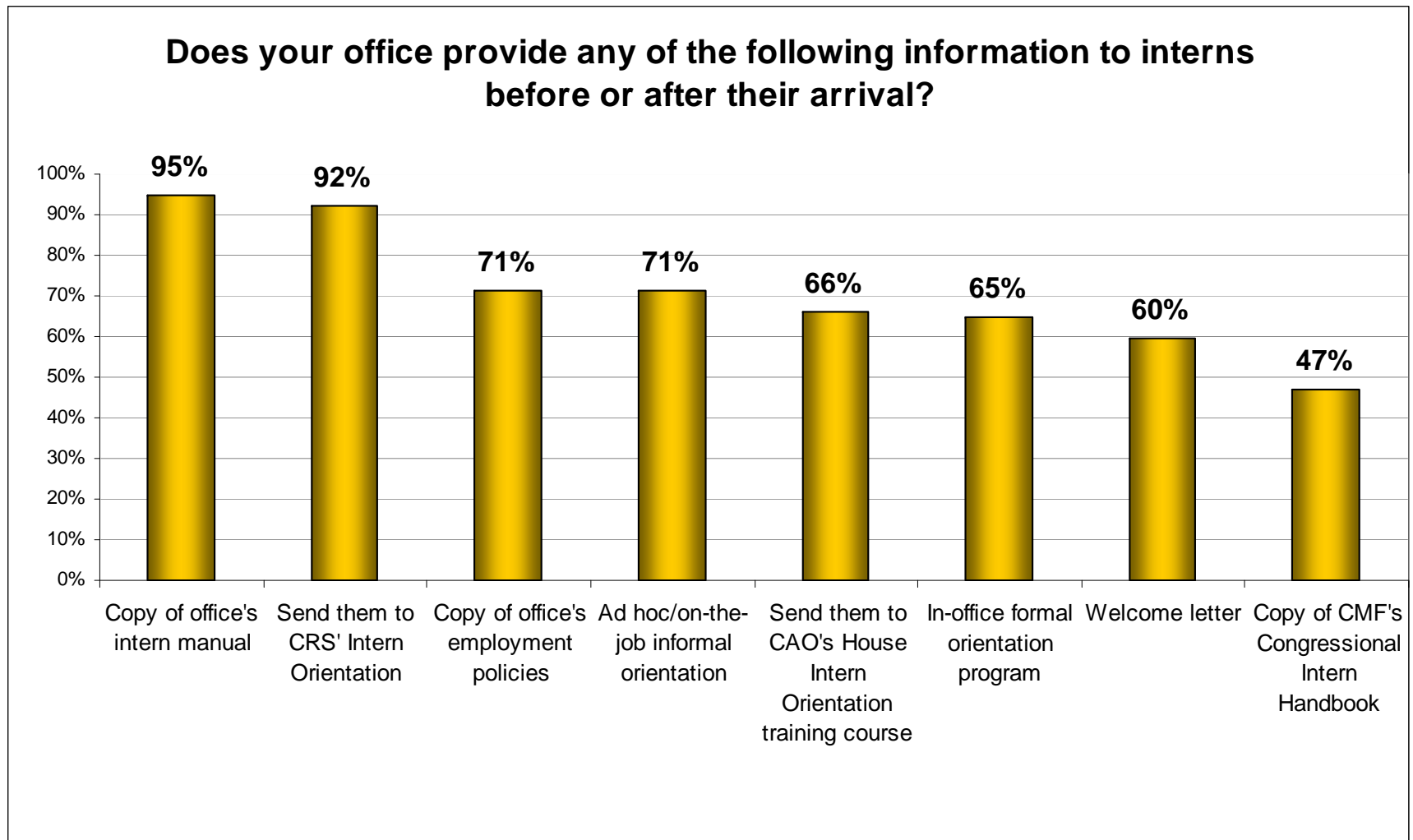
Physical Space: The Top Factor for Deciding the Number of Interns

- We asked “What are the top three factors that influence the number of interns you host at one time?”
 - House
 - Physical Space (87%)
 - Work need (54%)
 - Computer availability (46%)
 - Senate:
 - Physical Space (80%)
 - Work need (55%)
 - Strength of candidate applications (50%)
 - Personal reference from Senator/staff/friend (50%)

Compensation the Leading Reason Applicants Turn Down Hill Internships

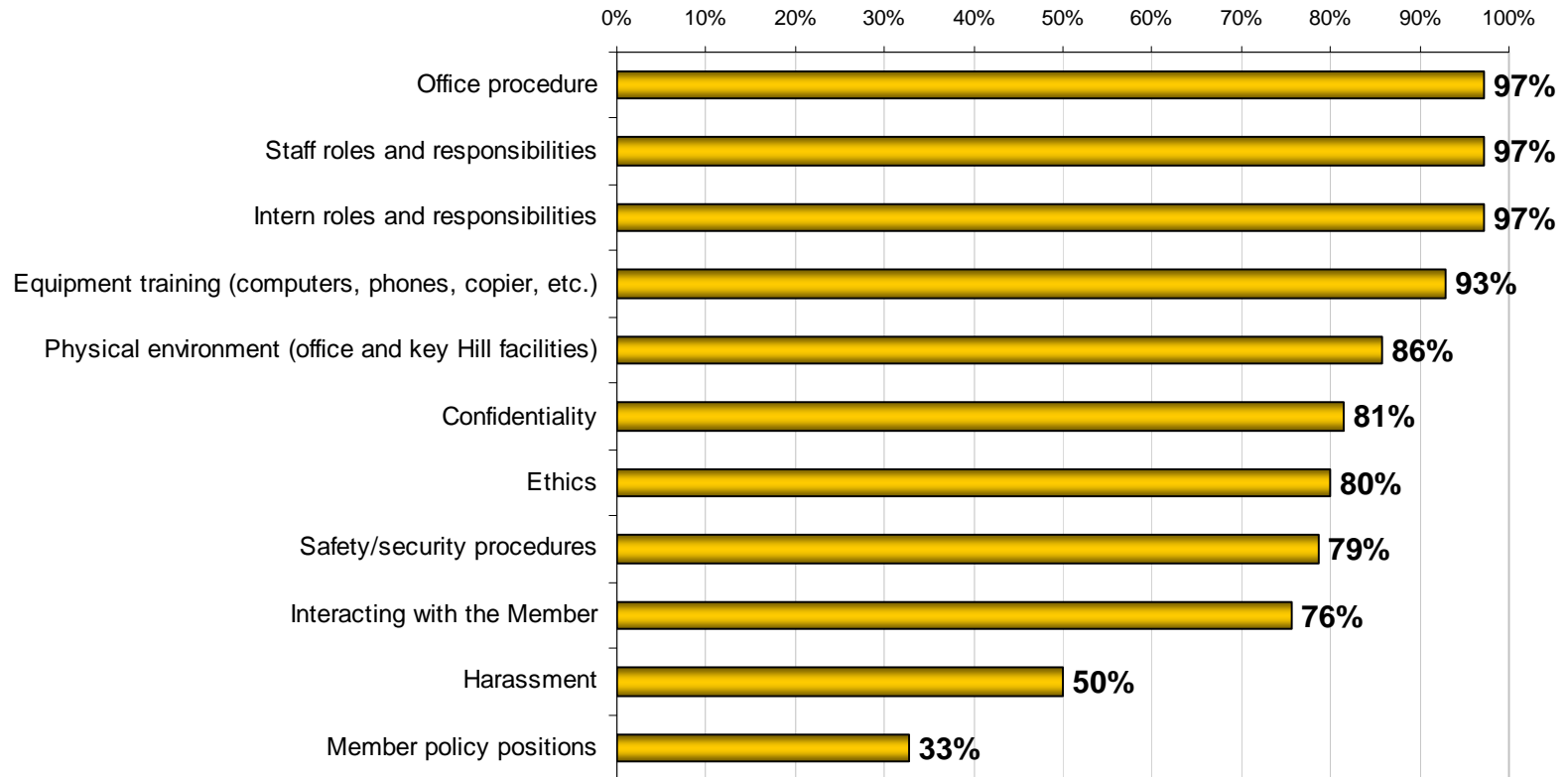
- Almost half (49%) of Intern Coordinators surveyed reported compensation as one of the top reasons candidates turned down their offer.
- We asked “What is the biggest challenge your office faces when finding and hiring interns?”
 - A majority of the responses involved finding quality interns (often tied to the inability to pay them), especially during the academic term
 - Offices also struggle with finding interns from the state/district—though, unsurprisingly, more so in the House than in the Senate.

Offices Provide a Variety of Orientation Resources

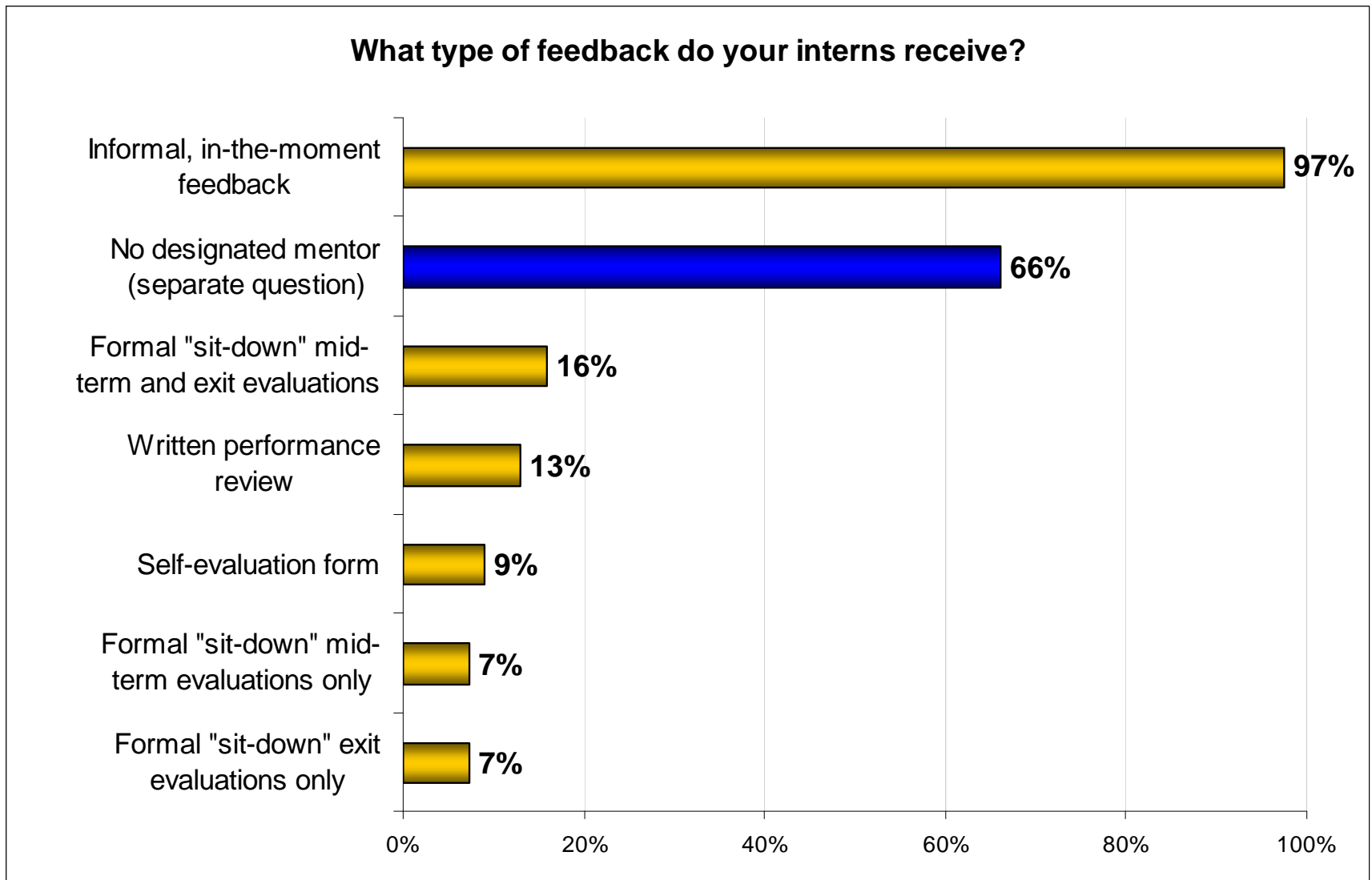


In-Office Orientation Covers the Gamut

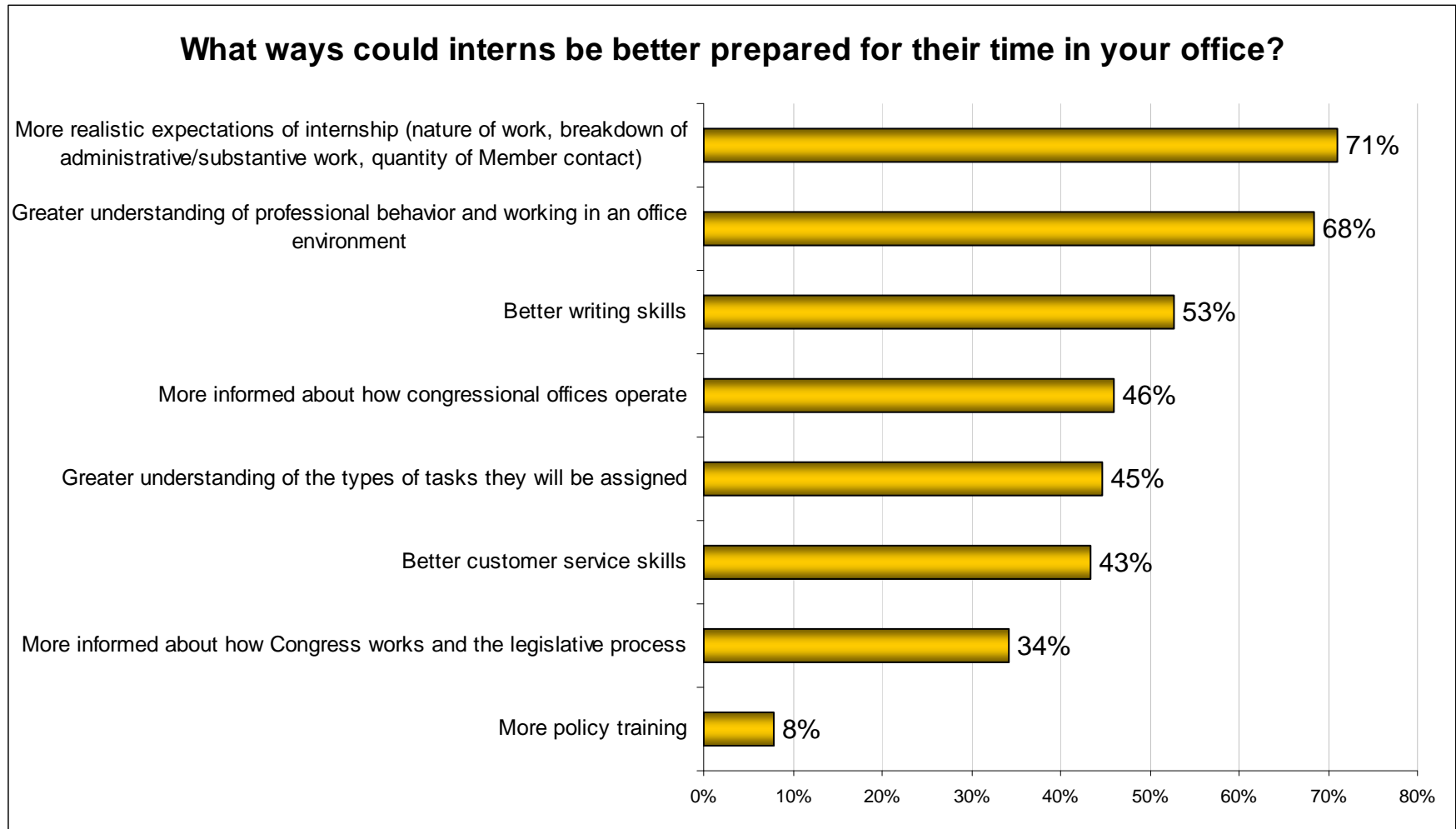
If you conduct an in-office orientation, what topics does it cover?



Few Interns Receive Formal Evaluations



Interns Need More Realistic Expectations, Professionalism, and Writing Skills



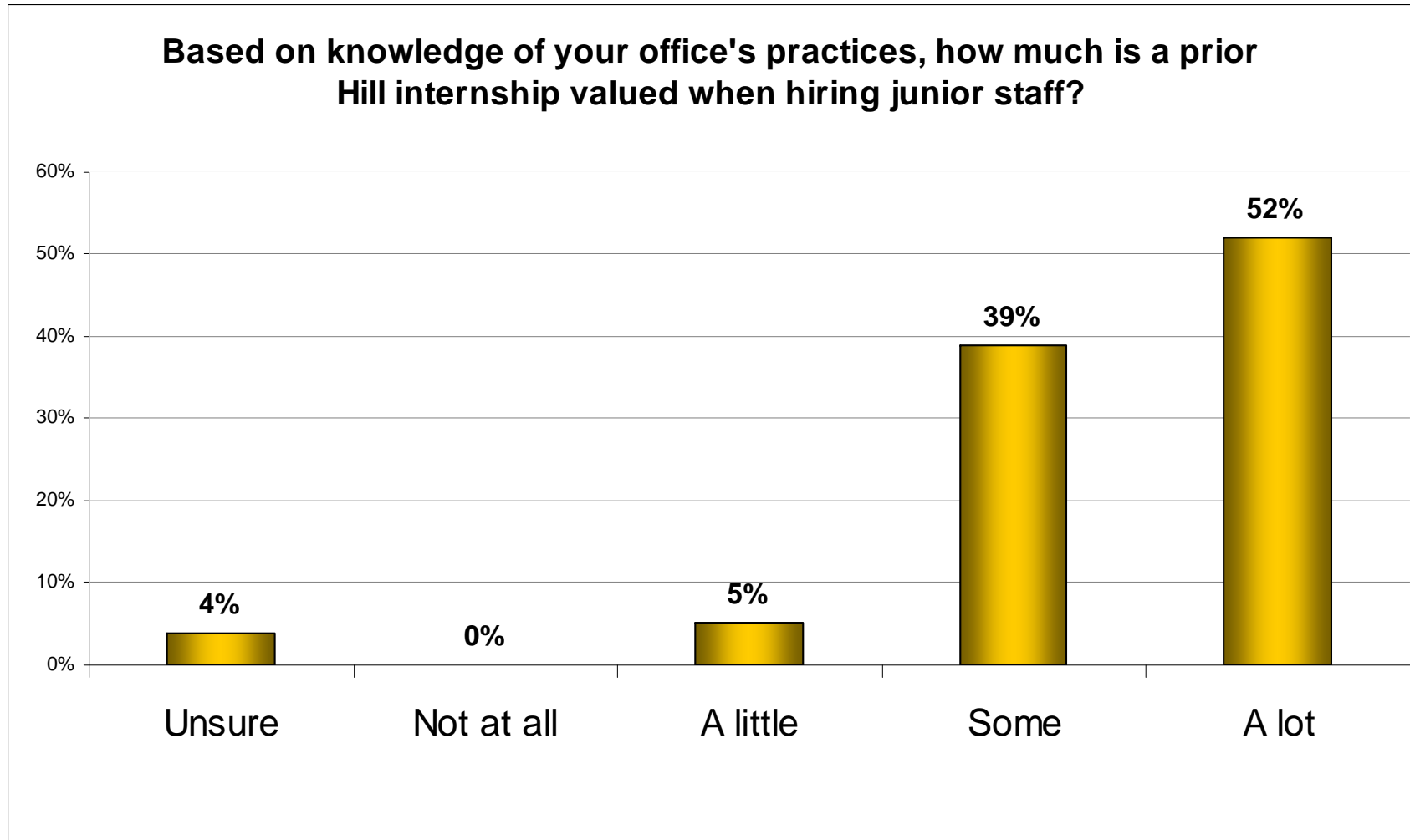
What has your office learned that other offices should know?

- Training and On-boarding
- Plan Projects
- Establish Ground Rules
- Check References and Social Networking Sites
- Provide Feedback
- Communicate their value
- Establish relationships with university programs

What would you most like to know about other offices' programs that would help improve your own?

- How to design more engaging tasks for the interns.
- How to find quality interns.
- How to handle problems with interns.

Hill Internships Valuable to Hiring Offices





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