



## **INTERNSHIPS**

### **I. PURPOSE**

To provide students with an opportunity to combine work experience and professional development to enhance their formal education.

### **II. SCOPE**

This policy applies to all positions in the City.

### **III. POLICY**

The City shall establish and maintain strong collaborative relationships with regional colleges/universities and local high schools for the purpose of providing professional development opportunities to students interested in careers in local government.

### **IV. PROCEDURE**

#### **A. Identification of needs**

Each year during the budget process, divisions and/or departments will submit to the Director of Human Resources and the City Manager an Internship Request Form to provide internships for the following fiscal year. The request must include a description of the goals, objectives for the assignment and length of the internship. All internships, paid or unpaid, must be approved by the City Manager and Human Resources.

#### **B. Approval for funding**

Internships may be voluntary or paid. However, paid internships must be approved by the City Manager prior to posting the position.

#### **C. Posting of internships**

All openings for internships will be posted through the coordination of the Human Resources Department. Once a request for an internship is approved by the City



Manager, the hiring supervisor shall contact Human Resources to post the position (See [Job Posting # 021](#)).

D. Selection of interns

Applications and resumes should be reviewed to select candidates, which most closely match the posted requirements. Candidates should be interviewed prior to making a selection of the best overall candidate.

E. Employment of interns

1. The hiring supervisor will make the final selection and contact Human Resources to coordinate the job offer. Candidates for internships will be required to complete a pre-employment drug screen and criminal background check as outlined in Personnel Policy [Recruiting and Selection # 022](#).
2. Candidates for internships from High schools or minors will be employed following the guidelines outlined in Personnel Policy [Employment of Minors # 024](#).
3. Upon employment, the hiring supervisor will provide the intern with a description of the assignment outlining the goals and objectives to be achieved. A copy of this outline should be forwarded to Human Resources prior to presentation to the intern.
4. Interns will be hired as temporary employees and therefore are not eligible for any benefits associated with permanent employment with the City.

F. Conclusion of internship

The hiring supervisor will complete an evaluation of the intern's performance at the conclusion of their assignment and submit to the Division Director for review. The Division Director will forward the evaluation to the City Manager and Human Resources Department. If the Intern's educational institution provides an evaluation to be completed for their records, the City's review will be completed as a supplement to the institution's requirement. Any additional requirements of the intern's educational institution should also be met.