

Hiring Process for Interns (Paid or Academic Credit)

Intern Position vacancy on iRecruitment jobsite	Students or County Officials contact HR Internship Coordinator	Students contact departmental staff	School Program Staff or Advisors contact departmental staff for direct placement of students
<p>HR Internship Coordinator will reach out to the departmental liaison to determine need and if a vacancy posting is needed. To get the best students, vacancies should be posted a semester in advance.</p> <p>Process:</p> <ol style="list-style-type: none"> HR Internship Coordinator creates vacancy posting in iRecruitment for HR Assistant Director to approve. Once the vacancy posting closes, the HR Internship Coordinator will screen applications (The screening notes and ratings will be forwarded to the departmental liaison for distribution to departmental staff to review and consider students, unless the department would like to screen applications. Note: Students who provide all documentation with their application (Cover letter with relevant learning goals, Resume, Unofficial Transcript will be ranked as top candidates, students who are missing documentation will be rated lower). If there is a staff member who is interested in students who are not top candidates, they will need to collect the missing items and forward the missing items to the HR Internship Coordinator prior to an interview.) Students of interest should be interviewed by phone or in-person. This is to ensure that the experiences and supervision that can be provided to the student will meet the student's educational requirements for academic credit, and that the student's personal learning goals can be met. Once staff has made the determination that they can provide an experience and supervision to the student(s) that will meet the student's program requirements and they would like to hire the student(s), the departmental liaison should be notified of the candidate(s) to be offered an internship. The departmental liaison will notify HR Internship Coordinator to make an offer to 	<p>Process:</p> <ol style="list-style-type: none"> The HR Internship Coordinator will direct the student to apply for open vacancy via iRecruitment website. If a vacancy is not currently open, the HR Internship Coordinator will get email information for the student and forward the student a notification when the position vacancy is open on the iRecruitment website so that they can apply. <p>Exception: If a student has school deadlines that will be prior to vacancy opening/closing, the HR Internship Coordinator will request the student to create an iRecruitment account attaching their cover letter outlining their program requirements and learning goals, resume and unofficial transcript. Upon completion HR Internship Coordinator will forward to the department liaison for distribution to staff for consideration. These requests generally have tight deadlines and will require quick action.</p> <ol style="list-style-type: none"> If there is a supervisor who can offer the experience and supervision required, staff should interview the student(s) by phone or in-person. The interview process will provide an opportunity to share information and ensure that the experiences and supervision that staff can provide to the student will meet the student's educational requirements for academic credit, as well as the student's personal learning goals. Continue the same process 3 – 7 as outlined for Intern Position Vacancy on iRecruitment jobsite. 	<p>Process:</p> <ul style="list-style-type: none"> Departmental staff should direct students to contact the HR Internship Coordinator Lumpkin (501-7206 or lum@henrico.us). The HR Internship Coordinator will direct the student to apply for open intern position vacancy on the iRecruitment website. If a vacancy is not currently open, The HR Internship Coordinator will get email information for the student and forward them a notification when the intern position vacancy is open so that they can apply Exception: If a student has school deadlines that will be prior to the intern vacancy position's opening/closing, the HR Internship Coordinator will request the student to create an iRecruitment account attaching their cover letter outlining their program requirements and learning goals, resume and unofficial transcript. Upon completion the HR Internship Coordinator will forward to department liaison for distribution to staff for consideration. These requests generally have tight deadlines and will require quick action Continue the same process 3 – 7 as outlined for Intern Position vacancy on iRecruitment jobsite. 	<p>Process:</p> <ul style="list-style-type: none"> Departmental staff should direct School Program Staff or Advisors to contact the HR Internship Coordinator Lumpkin (501-7206 or lum@henrico.us). The HR Internship Coordinator will gather student information and work with the appropriate staff to determine if placement is possible after the student has created an iRecruitment account and attached their cover letter, resume and unofficial transcript. Continue the same process 3 – 7 as outlined for Intern Position vacancy on iRecruitment jobsite.

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<p>the selected student(s). The departmental Internship Program staff coordinator will ensure that all departmental paperwork and testing is scheduled.</p> <p>6. The HR Internship Coordinator will make the official offer to the student(s). Upon acceptance, the HR Internship Coordinator will coordinate with the student their start date and notify the departmental liaison and hiring supervisor of this information.</p> <p>7. The HR Internship Coordinator will forward to the departmental liaison the HR Action for and Position Action forms (if needed) for the required departmental signatures.</p>			
<p>Exception to competitive process:</p> <ul style="list-style-type: none"> • Students contact the HR Internship Coordinator, Departmental Staff, or County officials for direct placement follow separate specific process. • If and schools the contact HR Internship Coordinator, Departmental staff, or County officials for direct placement follow separate specific process. 			
<p>Other Important FAQ's</p> <ul style="list-style-type: none"> • The student must be actively enrolled in undergraduate or graduate programs. • Internships can be advertised for pay or for academic credit. • Internships offers are contingent on completion of a satisfactory report from their criminal history and fingerprint check. The report must be acceptable in order to begin or continue employment with the County. • Paid Internships Funding: <ul style="list-style-type: none"> ○ Funding from department's budget (50104), ○ Or the County Manager's budget if needed. • Interns are classified as hourly Temp employees and limited to 29 hours per 7-day work week (no averaging total work hours in a pay period) • Driving County vehicles: College students must be 18 years of age. A DMV release form must be completed by the student intern so that their driving transcript can be secured and within the acceptable limits. The student intern 			

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<p>will be required to complete our defensive driving class delivered by Risk Management staff or Safety Officer. The hiring department will coordinate this training.</p>			
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