

STUDENT INTERN FAQ's

1. What is the Student Intern Program?

The Student Intern Program provides state and local agencies with a mechanism for hiring staff for hard to fill, critical need, and specialized or technologically skilled positions. This program responds to needs expressed by governmental agencies that have experienced increasing difficulties in attracting qualified staff to meet their organizational goals.

2. For what types of positions can the Student Intern program be used?

Student Interns are to be used in technical areas such as scientific, IT, and fiscal related titles. It can not be used for personnel related positions, protective services positions, and can not be used for titles that require a generic degree or area of specialization which is not related to science, information technology, or finance.

3. How is the Student Intern Program structured?

The Student Intern Program is divided into 3 stages or levels, each stage reflecting job functions of increasing complexity in concert with the Intern's increasing levels of skill and knowledge. The increasing complexity of job duties are to be designed to provide the Intern with a professional experience through on the job training, and to develop the technical skills necessary for competent job performance.

4. What information should be included in the justification that is submitted as part of the Internship Request Package?

Describe in as much detail as possible the workforce challenge. What is the specific hiring or workforce problem? Justify why and/or how you think the internship program will address your workforce challenge.

5. What are the stages of the Student Intern Program?

In Stage 1, the Intern enters service as a temporary hourly employee and must complete 200 hours of internship service before being advanced to the second stage.

Stage 2 begins after the Intern has completed the required 200 internship hours. The Intern is appointed on a part-time basis to the NC title Student Assistant (03807) via normal promotional procedures.

Stage 3 begins once the Intern has graduated from the appropriate field of study and has met the minimum requirements for the targeted title. Requests for the promotional advancement to the targeted title is submitted along with all accompanying documentation to CSC.

6. Who is eligible for the Student Intern Program?

New Jersey students and New Jersey residents enrolled in accredited colleges, universities, training institutes and other educational programs (provided they meet the needs of the participating agencies and the program criteria) who have completed at least half of their course of study and are in good academic standing.

7. If an AA currently operates a Student Intern Program which meets the educational criteria established in the guidelines of the CSC Student Intern Program, can credit be given for the hours already accrued toward the mandatory 200 hours described in Stage 1 of the CSC Student Intern Program?

Each request will be reviewed on a case by case basis. It may be possible to credit the time spent in an Alternative Student Intern Program if the Student Intern meets the criteria (the curriculum and area of specialization) established for the CSC Student Intern Program. The AA must document the information in the request to participate.

8. Will Appointing Authorities be permitted to hire an Intern who does not meet all of the eligibility criteria?

Student Intern Programs will be approved on a case by case basis. Participating agencies should be prepared to submit additional justification if they believe employment of Student Interns who do not meet pre-established program criteria is warranted.

9. Is there a deadline for participation?

Although there is no specific deadline for the submission of an internship request package, credit for student participation in an internship program will not be granted until the participating agency has received CSC approval of its internship program.

10. What must be submitted to CSC in order to establish a Student Intern Program?

Participating agencies at the Local and State levels will submit an internship request package to CSC for review and approval. The internship request package will contain: 1. a justification; 2. an intern job description; 3. identification of approved funding for each position selected; 4. a commitment from the agency to fund the target position upon completion of the internship; 5. an indication of the ability of the work unit to which the intern will be assigned to provide a qualified mentor for the duration of the internship.

11. What is a justification?

A justification is a statement addressing the particular workforce challenge or challenges faced by the agency which requires it to use the Student Intern Program to hire staff. The justification is submitted with the agency's internship request package.

12. What paperwork do Appointing Authorities have to submit in order to hire an Intern?

A commitment in writing that the position will be funded if the Student Intern performs satisfactorily. If an agency fails to live up to the commitment they will be dropped from the program. Therefore, the position does not need to be identified at the outset, but a written commitment from at least the Director of Administration or higher that the intern position will be funded up to and including moving to the trainee or target title - a layoff notwithstanding.

All participating agencies will submit an employee registration form and an employee agreement form as well as a **DPF-44A (State agencies)** or a **DPF-67 (New Hire form - local agencies)** when appropriate.

13. How will student interns be classified?

In Stage 1 students are hired as temporary employees. In State service, the applicant is hired into Student Intern, TES (60631). In Local service, Local appointing authorities will receive authorization to appoint Interns as "temporary appointments for a maximum of one year" to Student Assistant (29037).

In Stage 2 after receiving CSC approval Student Interns will advance to the NC title Student Assistant (03807) part-time via normal personnel action processing procedures.

In Stage 3, after receiving all CSC approvals, the Intern will promote to the targeted title.

14. What is the Employee Registration Form?

The Employee Registration Form is a data sheet submitted by program participants from State and Local Agencies at the beginning of the hiring process. It will contain Intern Name, College, University or Educational Institution, Social Security Number, Ethnicity, Sex, Home Address, Date of Birth, Agency & Division, Target title, Start Date, Starting Salary, Anticipated Graduation Date, Anticipated Degree.

15. What is the Employee Agreement Form?

The Employee Agreement Form is submitted by participating State and Local agencies at the beginning of the hiring process. It will contain: the signature of the executive officer; the start and end dates of the internship; an explanation of the review process; an explanation of the dismissal process; salary progression; the offer of permanent appointment upon graduation and successful completion of the internship; a statement indicating that the intern progresses to permanent full time status and is required to serve for at least one (1) year after completion of the internship and graduation; and a statement of understanding of these elements signed by the intern and the agency executive officer.

16. To whom do we submit our paperwork?

All paperwork will be submitted to the participating agency's CSC Customer Service Team. The CSC Customer Service Team will then forward all paperwork to the Statewide Initiatives Unit who will review and approve the requested program participation.

17. How do we advertise this program and attract student participants?

Appointing Authorities are responsible for developing their own recruitment plans by contacting those educational institutions that provide the educational programs that meet their operational and institutional goals. Student responses to internships will be made directly to the participating agency.

CSC will assist agencies by placing recruitment information and materials about the Agency's Program on its web site and assist with recruitment efforts if requested by participating agencies.

18. Can students get college credit for participation?

Yes. Participating State and Local Agencies may work with their students and educational institutions to discuss criteria for college credit.

19. What will happen when school is in recess?

Participating State and Local agencies are free to establish liberal working arrangements to accommodate the interns' work and study schedules including temporary breaks in service in both Stage 1 and Stage 2 of the program.

20. Do Student Interns have title rights?

No.

21. What is the salary range for Student Interns?

In State service, Interns will be compensated in the following manner:

- **Stage 1:** an hourly rate which is 10% below the rate set for Trainee target titles. If the target title is an approved title but not a Trainee title, then the hourly rate will be 15% below the rate set for the approved non-trainee target title.
- **Stage 2:** an hourly rate which is 5% below the rate set for Trainee target titles. If the target title is an approved title but not a Trainee title then the hourly rate will be 10% below the rate set for the approved non-trainee target title.
- **Stage 3:** After appointment to a full time position, the employee will be paid the salary in effect for the Trainee or other approved title.

In State Service, if the participating agency believes that it is in its best interest to offer a salary other than that established in program guidelines, it should submit a justification for doing so in the internship request package.

Participating local agencies may follow the recommended salary levels outlined in Stages 1 and 2, but will need to abide by their current salary program.

It should be noted that in both State and Local service, Interns are not eligible for membership in a collective bargaining unit until Stage 3 of the Student Intern Program.

22. What happens at the end of the Internship?

Participants in the Student Intern Program will receive a permanent appointment to the target Trainee or approved title upon completion of the required working test period. At the end of the working test period the appointee either becomes permanent or is terminated. Once appointed to a target trainee or other approved title, the participants will be required to complete a full year of service with the participating agency before they will be granted a release in good standing for employment outside of the agency.

23. What about any active lists for the Target titles?

CSC will determine if active lists for the target titles take precedence and if necessary will assist the participating agency in identifying an alternate target title.

24. What leave entitlements will be provided to Student Interns?

While serving as Student Assistants, Interns will earn paid leave benefits on a prorated basis following existing Merit System regulations.

In State service, State part-time employees are not entitled to other health or pension benefits.

In Local service, Local participating agencies will follow the rules governing their health benefit program.

25. How will Student Intern performance reviews be structured?

In State Service, Student Interns will be subject to the same performance reviews and processes established for all state employees. In local service, Local participating agencies will be expected to use similar performance reviews and processes as may be established for their employees.

Once the interns start Stage 2 of the program where they become Student Assistants and begin to serve their working test period, they will be under the purview of the Merit System rules and regulations as are other Merit System employees.

The participating agency is responsible for the design and implementation of a performance assessment tool at the beginning of the start of the internship process.

A preliminary assessment review will be completed at the midpoint of the internship year and at the end of the internship year, concluding with the Intern's program anniversary date or the work unit's regular assessment schedule.

Interns who receive an unsuccessful performance assessment will be terminated from the program.

26. Who will supervise the Interns?

The participating agency will designate a supervisor for its interns. CSC requires that the Intern's mentor participate in assigning and/or reviewing the work of the intern and in developing and/or implementing a performance based assessment agreement in collaboration with the intern's supervisor.

27. What is a "qualified" mentor?

The mentor is an individual, designated by the participating agency, who has attended and successfully completed mentor training through the Human Resource Development Institute (HRDI). A certificate of satisfactory completion of the HRDI program for the chosen mentor must accompany any request for participation in the program.

28. What does a mentor do?

The mentor orients the Intern(s) to the agency and its' operation, assigns and/or reviews the work of the Intern(s) in an advisory capacity and develops and/or implements a performance based assessment agreement in collaboration with the Interns' supervisor.