

Internships

- Commissioners Court adopted the Internship Procedures Manual for Travis County effective October 1, 2016
- Applies to all departments of the Commissioners Court and the departments of elected/appointed officials who have opted in

Internship Mission

- Mission: “...investing in our organization’s success in hopes to identify future colleagues and leaders on an academic career path to local government...”

Benefits of Internships

- New perspective on organizational issues
- Ease of use with technology
- Build a pipeline of future employees
- Gain brand advocates
- Increased productivity
- Promote county's vision, culture and values
- Provides exposure to professional experience and Travis County jobs

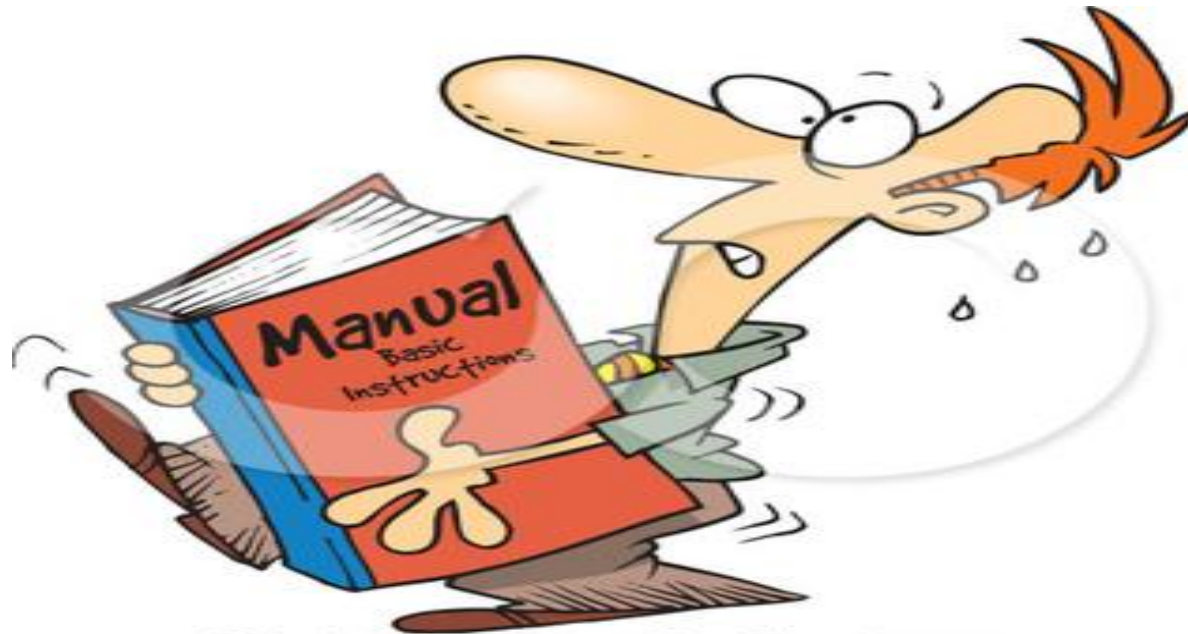


Internship Characteristics

- Paid or Unpaid – Fall, Spring, Summer
- Part-time 15-20 hours/week
- Extension of the learning environment
 - May fulfill Academic Requirements
- High School/Undergraduate/Graduate Students

Developing future colleagues and tomorrow's workforce

Internship Manual



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Key Features of Program Manual

- Provides county guidance for Internships
- Requesting an Intern
- Making an Offer
- Compensation
- Employment Status and Duration
- Monitoring and Evaluating the Intern
- Ending the Internship and Feedback
- Reference Documents (forms and templates)

Intern Webpage

The Intern webpage will give prospective interns information about applying for internships with the county.

The screenshot shows the Travis County Internships webpage. The left navigation menu includes links for Jobs, Job Descriptions, Applicant Login, Internships (circled in red), Benefits, Open Enrollment, Holidays, Guidelines for Hiring Ex-Offenders, Title VI Nondiscrimination Policy, Contact, and Notice of Privacy Practices. The main content area is titled 'Travis County Internships' and provides an overview of the program, including details on internship types and classifications. A table titled 'Student Intern Classifications' lists four categories: Student Intern 1 (non-employee, unpaid), Student Intern 2, Student Intern 3, and Student Intern 4, each with its corresponding academic status. Below the table, there is a section for department-specific internships, with a red arrow pointing to the 'Justice and Public Safety Internships' link.

Travis County Internships

An internship with Travis County provides an opportunity to train with experienced professionals to gain knowledge in the public sector. Our internship program hopes to identify future colleagues and leaders on an academic career path to local government.

A student internship is typically a semester (fall, spring, summer) and may be paid or unpaid. Credit may be available depending on your school's policy.

Internship classifications used by Travis County include the following:

Student Intern Classification	Academic Status
Student Intern 1 (non-employee, unpaid)	High School, Undergraduate, Graduate, Academic
Student Intern 2	High School
Student Intern 3	Undergraduate Student
Student Intern 4	Graduate Student

For consideration, candidates must complete an application for a posted position through the [Travis County Careers](#) website or on a department's internship webpage. All interns must be actively enrolled in school to be considered for an internship. Interns within certain departments may be subject to a background check.

Many of our internships can be found on the Travis County employment website:

[Travis County Careers](#)

Department specific internships can be found here:

- [Justice and Public Safety Internships](#)
- [District Attorney's Office Internships](#)
- [Juvenile Court Psychology Internships](#)

How can I request an Intern?



First things First

- Define the successful candidate considering:
 - Field of Study (and year of Study)
 - Semester/Duration
 - Paid or Unpaid
 - Desired Outcomes
 - Work to be Performed
 - Number of Intern(s)
 - Office Space/Computer/Resources
 - Supervisor

Requesting an Intern

- Submit Intern Request form to HRMD
- Submit an SAP Help Desk ticket to create job # for Temp Intern
- If funding is needed, a request must be submitted to PBO and approved by the Commissioners Court
- HRMD will assist with recruiting an Intern

What happens after an Intern is recruited for your department

Your department:

- Conducts an interview to determine fit
- Extends Offer to Intern
- Conducts background check (if needed)
- Processes the Intern as though they are a new employee (PAF, SAP, etc.)
- Coordinates Intern start date
- Sends Intern to NIO

New Intern Orientation(NIO)



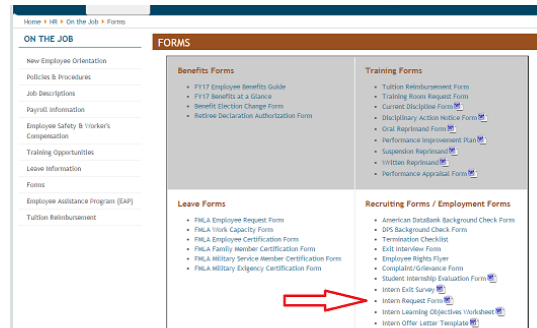
- Rian Nilsen has created a 1-hour New Intern Orientation to familiarize Interns with the county.
- Contact Rian directly to schedule NIO for your Intern.

Planning for success

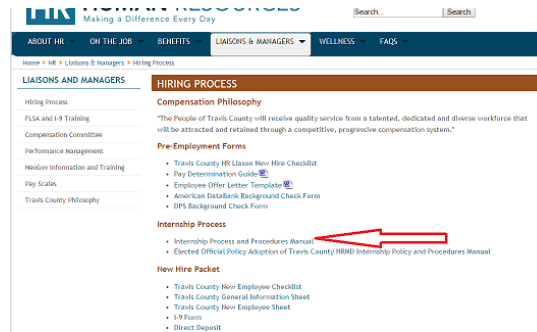
- Successful internships are determined by your department!



Where to find forms and the manual:



Forms can be found on the Travis Central HR "Forms" page.



The Intern manual can be found on the "Hiring Process" page.

Questions?

