## **Request to Fill - Intern**

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| Human ResourcesRequest to Fill – Intern |
| **INSTRUCTIONS FOR PROGRAM DIRECTOR:** 1. Read and complete boxes 1 – 5.
2. Sign and date form.
3. If paid intern is requested – submit form to your fiscal analyst.
4. If intern will earn college credit – submit form to HR.

**INSTRUCTIONS FOR FISCAL ANALYST:** 1. Approve use of index numbers.
2. Sign and date form and submit to HR.

**INSTRUCTIONS FOR HR:** 1. Verify that all sections are filled out, signed and dated.
2. Requests additional information from Program Director if needed.
3. Approves/denies request.
4. Signs and dates form. Notifies Program Director of decision.

**CONTACT:** Enter contact information | **(1)****Office/Unit:** Enter Text**Phone Number:** Enter Text | **Program Director:** Enter Text **Internship Mentor:** Enter Text |
| **(2) Details of Request.**Projected Start Date: Enter Date End Date:Enter DateProjected Number of Hours Expected to Work per Week: Enter TextMinimum Requested Education Level:[ ]  High School Student [ ]  Undergraduate Student [ ]  Graduate Student |
| **(3) Description of Duties/Projects:** Enter Description |
| **(4) Compensation** [ ] Intern will receive pay as a student worker.[ ]  Intern will decide between student worker pay and school credit.[ ]  Intern will earn school credit. (Skip Section 5.) |
| **(5)** This position is budgeted in the agency allocation for our office or new revenue is available, and I hereby certify that I am legally authorized to expend assigned funds for this request and that funds and limitation from the following index number(s) are available: |
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| --- | --- | --- |
|   |   | Fund Type |
| Index | Percent | GF | FF | OF |
|    ### |   XX% |  [ ]  | [ ]   | [ ]   |
|   ### |   XX% |  [ ]  | [ ]   | [ ]   |
|   ### |   XX% |  [ ]  | [ ]   | [ ]   |
|   ### |   XX% |  [ ]  | [ ]   | [ ]   |
| FUNDED | Yes | No |   |

 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Program Director Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fiscal Analyst Date |
| **For Human Resources Use Only**REQUEST APPROVED [ ]  Yes [ ]  No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Appointing Authority Date |
| ***HR Notes*** *(For HR use only):* |

**INTERNSHIP POSTING DETAILS**

Please include in full detail as this information will be used to craft the job announcement. Attach to the Request to Fill form.

**As an intern, you can expect to learn about the following subjects** (describe the professional areas this person will have exposure to)**:**

**Potential projects include** (list the specific work this person may be involved with)**:**

**Working Conditions** (describe the work environment including any physical, sensory, and environmental demands and frequency of exposure to these conditions)**:**

**Minimum Qualifications** (list the education level and types of preferred coursework)**:**

**Requested Skills** (describe the desired knowledge and skills)**:**

**Supplemental Attachments** (describe the type of attachments they must submit for a complete application)**:**

**Supplemental Questions** (List the additional questions you would like applicants to answer as part of the application)**:**