## **Request to Fill - Intern**

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| Human Resources  Request 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 Date  Projected Number of Hours Expected to Work per Week: Enter Text  Minimum 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: | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  | 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)**:**