

Thank you for your interest in a student intern! Student interns are a great asset as they expand the workforce at a lower cost, support growing areas, and offer a fresh outlook on current practices. To begin the recruitment process for a student intern, you will need to:

1. Create the requisition(s) in NeoGov
2. Complete this Position Evaluation Form

Please submit your requisition(s) in NeoGov OHC (one per vacancy) and include the following names as Hiring Managers: Veronica Sandoval, Hayden Quezada, Coty Wellott, and Sabrina Foley. Failure to include these names may cause a delay in your recruitment, as no notification will be received by the Internship Team that a request has been submitted.

When submitting requisitions, one of the following job classifications must be selected depending on whether you are opting for a paid or unpaid internship:

- Paid Internships: Temporary Assistant – Professional Student Intern (13896)
- Unpaid Internships: Temporary Assistant – Student Intern (13894)

If you do not have a NeoGov OHC account, please contact your Department HR Representative or HR Business Partner.

The following Internship Evaluation Form is important as it provides the recruiter with all of the details needed to create the job posting and refer the most qualified candidates. Please complete this Internship Evaluation Form and upload as an attachment to the requisition(s) in NeoGov.

Once your requisition(s) is/are created and the Position Evaluation form is received, your recruiter can begin to construct your job posting and find the most qualified candidates to refer for interviews.

Department Name: \_\_\_\_\_

Internship Title: \_\_\_\_\_

Internship Address: \_\_\_\_\_

Internship Type: ☐ Paid ☐ Unpaid

Projected Start and End Dates (mm/yyyy - mm/yyyy): \_\_\_\_\_

Anticipated Hours per Week: \_\_\_\_\_ Anticipated Total Project Hours: \_\_\_\_\_

Anticipated Length of Internship (months/years): \_\_\_\_\_

Hours Flexible Around School Schedule, School Breaks, and Examinations?: ☐ Yes ☐ No

Internship Location: ☐ Remote/Virtual ☐ In-Person ☐ Hybrid (remote & in-person)

Will this position require the intern to drive outside of the normal report to work location for the day? ☐ Yes ☐ No

If yes, will the intern be provided a County vehicle? ☐ Yes ☐ No

**Internship Position Description:**

(Desired outcomes, project details, include tasks, duties and major assignments)

**Learning Objectives:**

(What the intern should expect to gain from this experience)

**Minimum Required Candidate Qualifications:**

(Criteria that all candidates *must* have. Knowledge, Skills & Abilities [KSA's]. Note: County Min. GPA is 2.50)

**Additional Desired Candidate Qualifications:**

(List any non-required KSA's or details that may assist in referring the most qualified candidates)

**Additional Specific Questions (optional):**

(Include any specific questions you would like candidates to answer as part of the recruitment)

**Other Comments or Relevant Information (optional):**

(Any information that may be helpful for the recruiter to know)

**Candidates' Educational Qualifications**

Required Degree Type (select all that apply):

- ☐ High School Student    ☐ High School Graduate  
☐ Bachelor's    ☐ Master's    ☐ Doctoral Candidate    ☐ Certificate Program

If in bachelor's program, indicate year desired:

- ☐ Freshman (1)    ☐ Sophomore (2)    ☐ Junior (3)    ☐ Senior (4)

Are students enrolled in associate's programs and preparing to transfer into a bachelor's degree suffice?    ☐ Yes    ☐ No

Recent graduates can intern for up to 12 months after their graduate date. Would you like to recruit recent graduates or current students only?

- ☐ Include recent graduates    ☐ Current students only

**Required** Major(s) (select all that apply):

- ☐ Accounting, Finance, or similar
- ☐ Arts or Humanities
- ☐ Communications, Marketing, Journalism, or similar
- ☐ Engineering or similar
- ☐ Information Technology, Computer Science, or similar
- ☐ Physical or Natural Sciences, or similar
- ☐ Psychology, Sociology, or other Behavioral Sciences
- ☐ Public or Business Administration, Human Resources, Organizational Studies or similar
- ☐ Other major not listed:
- ☐ Certification(s):

Indicate any additional **desired** major(s) and program type (bachelor's, certificate, etc.):

**Application Instructions:**

Type of Interview:    ☐ Virtual                      ☐ In-Person

Required Documents:   ☐ Resume        ☐ Cover Letter        ☐ Recommendation Letters  
                                 ☐ Other:

Are you interested in advertising through County social media platforms and/or with County local college partners?

☐ Yes                      ☐ No

**ACKNOWLEDGEMENT**

By completing and submitting this Position Evaluation Form, I am acknowledging that all necessary details about the required and desired qualifications for this recruitment have been provided to the recruiter and that candidates will be referred based on the information provided on this form. I understand that failure to include pertinent information about the position and qualifications may result in a delay in the recruitment process or cause a need to cancel the initial requisition and create a new one.

Printed Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Should you have any questions or concerns, please contact [internship@rivco.org](mailto:internship@rivco.org) for further assistance.