



## INTERNSHIP EVALUATION FORM

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 and
2. Complete this Position Evaluation Form

Please submit your requisition(s) in NeoGov OHC (*one for each vacancy*) and include the following names as Hiring Managers: Linda Silva, Brittany Cobb, and Amanda Vasquez. 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.



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## INTERNSHIP DETAILS

Internship Type:  Paid  Unpaid      Projected Start/End Dates (MM/YYYY-MM/YYYY):

Anticipated Hours per Week:      Anticipated Total Project Hours:

Anticipated Total Length of Internship (years/months):

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

Location Type:  Remote/Virtual  In-Office  Hybrid (both remote and in-office)

### Application Instructions:

Type of Interview:  Remote  In-Person

Required Documents:  Resume  Cover Letter  Recommendation Letter(s)

Other:

Are you interested in advertising through County social media platforms and/or with County local college partners?  Yes  No

### Internship Description:

(Outcome Desired and Project Details. Please include daily tasks, duties, major assignments)

### Learning Objective:

(What the Intern Will Gain From this Experience)



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## QUALIFICATIONS

### **Educational Qualifications:**

**Required** Degree Program type (select all that apply):

Bachelor's  Masters  Doctoral Candidate  Certificate Program (specialized positions)

If enrolled in bachelor's program, please indicate year **desired**:

Freshman (1<sup>st</sup> year)  Sophomore (2<sup>nd</sup> year)  Junior (3<sup>rd</sup> year)  Senior (4<sup>th</sup> year)

Will students currently enrolled in an associate's program and preparing to transfer into a bachelor's program suffice?  Yes  No

Recent graduates can intern for up to 12 months after graduation date. Would you like to include recent graduates or current students only?  Current Students Only  Recent Graduates Included

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

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

Please indicate additional **desired** major(s) specify program type ie. bachelors, certificate, etc.):

**Minimum Required Qualifications** (basic criteria that all candidates *must* have):

GPA (County Minimum is 2.5):

Knowledge, Skills, and Abilities (KSA's) (Please list all required KSA's):



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**Additional Desired Qualifications):**

Please list any non-required KSA's or details that may assist with referring the most qualified candidates:

**Other Comments or Relevant Information:**

### **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 a 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 Name:

Signed Name:

Date:

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