



# Hiring a Student Intern

## **Purpose**

To provide guidance on how to hire a student intern.

## **Background**

The Student Internship Program was established to introduce local students to the County of Santa Clara as a potential employer and providing practical work experience. Student interns hired through the County's Student Internship Program are extra-help employees. Their salaries are paid by the hiring department and are subject to the extra-help 1,040 maximum work hours cap per fiscal year. For SEIU interns only, half of the intern's extra-help hours will be charged to the department but the full amount of hours worked is counted toward the intern's maximum 1040 extra-help hours (i.e. If the intern works 20 hours, only 10 hours is applied to the department's extra help use allocation. The 20 hours worked is still applied to the intern's 1,040 hours.). You may contact Labor Relations if you have questions regarding your department's allocation of extra-help hours.

All student interns must provide documentation that s/he meets the student intern requirements each new semester or quarter (detailed below).

## **General Information**

To hire a student intern, departments will need to verify the following information:

1. The student must be a current student or a recent graduate (graduated within in the last six (6) months)
2. The student must have an overall GPA of 2.5 or better.
3. For Level III or Level III, the student's area of study must align with the internship opportunity. Departmental use of student interns are audited by ESA -Human Resources to ensure that student interns are being used for the defined purposes of introducing the County to students as a potential employer and providing practical work experience to local students.

The student intern level is determined by the student's grade level.

## **Student Intern Levels**

### **Student Intern – Level I:**

- High school students enrolled in regular high school classes
- Those enrolled in an alternative vocational high school
- Students working toward high school equivalency

### **Student Intern – Level II:**

- Freshman or Sophomore year college students
- Community college students
- Vocational school students who have completed high school

### **Student Intern – Level III:**

- Junior or Senior year college students
- Degree-holder students working on their secondary Bachelor's degree or professional certification
- Student Interns at this level must work in their chosen field of study

### **Student Intern – Level IV:**

- Professional and graduate school students
- Degree-holder students working on their secondary Master's or PhD degree or professional certification
- Student Interns at this level must work in their chosen field of study



# Hiring a Student Intern

**Process** (*Hiring managers should coordinate with their department’s HR liaison throughout this process.*)

## 1. Select a Student Intern

**Departments have two (2) options to select a student intern:**

- A. Departments Would Like to Hire a Specific Student  
The department will submit the completed Student Intern Packet to their HR Liaison who will submit it to the Student Intern Coordinator at [StudentInterns@esa.sccgov.org](mailto:StudentInterns@esa.sccgov.org) for review.
- B. Department Has Not Identified a Specific Student Intern  
Departments may submit a requisition in NEOGOV indicating the desired college major(s). ESA-HR will refer names from the existing eligible list or conduct a recruitment for the requested student intern level. After the department selects their student intern, they will complete the Student Intern Packet and submit it to their HR Liaison.

**Note: SEIU Student Interns:** Effective March 9, 2020, per the 2020-2023 SEIU contract, the Student Intern classification is no longer a Pathway to Permanency classification. Therefore, a requisition is no longer required when hiring students who perform duties similar to classifications represented by SEIU.

## 2. Student Intern Packet

- Department Request Form - Appendix A
- Official County Job Application – Complete the Official Job Application in NEOGOV (<https://bit.ly/2YbKVRe>)
- Official/Unofficial transcript
- Class schedule/Proof of enrollment

Send the completed student intern packet to the student intern coordinator at [StudentInterns@esa.sccgov.org](mailto:StudentInterns@esa.sccgov.org) for review and approval.

## 3. Onboard the Student Intern

After the department receives the approved Student Intern Packet back from the Student Intern Coordinator, follow the normal process for hiring extra-help.

### ePAR

Attach the following documents:

- 1. Approved Student Intern Packet
- 2. Background clearance for those 18+ or
- 3. Work permit for students below 18
- 4. Use the correct job code. Student Interns who are hired to perform tasks or duties similar to classifications represented by SEIU, Local 521 are categorized as Student Intern–521.

Student Intern Levels	Non-SEIU Intern Job Codes	SEIU Intern Job Codes
Level I	C8F	D8F
Level II	C8G	D8G
Level III	C8H	D8H
Level IV	C8J	D8J

## 4. Re-verification and Audits:

Departments must submit an updated student intern packet when retaining a student intern after each semester/quarter to confirm continued eligibility (2.5 GPA, enrollment, and internship level) in the program.

Students who have graduated are eligible to intern up to six (6) months from the date of graduation. Submit to HR the final unofficial transcript that shows the conferment date to verify the six (6) months expiration date.

### Contact

For more information on the Student Internship Program, contact ESA-HR’s Student Intern Coordinator at [StudentInterns@esa.sccgov.org](mailto:StudentInterns@esa.sccgov.org) or visit <https://www.sccgov.org/sites/esa/employment/internship/Pages/sip.aspx>.



## Department Request Form for a Student Intern

**Student Intern Information**       New Student Intern       Recertification of Student Intern

Internship Level (Job Code)	<b>SEIU Interns</b> <input type="checkbox"/> Level I-521 (D8F) <input type="checkbox"/> Level III-521 (D8H) <input type="checkbox"/> Level II-521 (D8G) <input type="checkbox"/> Level IV-521 (D8J)	<b>Non-SEIU Interns</b> <input type="checkbox"/> Level I (C8F) <input type="checkbox"/> Level III (C8H) <input type="checkbox"/> Level II (C8G) <input type="checkbox"/> Level IV (C8J)
Student Name:		
School Name:		College Major:
Cumulative GPA:	# of Units Completed:	School Session: <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall
Estimated Start Date:	Estimated End Date:	
Salary Step:	Hourly Rate:	Estimated Intern Hours per Week:

### Department Information

Department:	Budget Unit:
HR Liaison:	Email or Phone#:
Staff Name Assigned:	Email or Phone#
Manager's Signature:	Date:

### Student Internship Objectives

Describe the Educational Objectives you plan to achieve with the Student Intern	
List the typical tasks to be performed by the Student Intern	

### Student Internship Progress Report / Meeting Schedule Form

For initial review, enter the anticipated interval and dates of the progress report meetings.

Meeting Schedule	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly
Date/Comments	
Date/Comments	

**Required Attachments:** Official County Application, Transcript, and Class Schedule/Proof of Enrollment

**Submit the Student Intern Packet to:** [StudentInterns@esa.sccgov.org](mailto:StudentInterns@esa.sccgov.org)

### Human Resources Use Only

<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____  SI Coordinator Signature:	Next Recertification: _____ Graduation Date: _____ Eligibility Expiration Date: _____
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