

Internship Enrollment Instruction

ENROLLING INTERNS IN THE STATE OF IOWA INTERNSHIP PROGRAM

To formally enroll an intern in the State of Iowa's Internship Development Program the internship opportunity must be requisitioned in NEOGOV. This **does not** mean the agency must post for open recruitment, but instead it's a requirement for all intern hires to be dispositioned in the applicant tracking system if the internship is to be recognized under the state's Internship Development Program.

A few general considerations to make note of would include:

- For each internship opportunity the agency should decide if the internship will be recruited openly **or** if the internship is closed and made available only to specific schools and/or programs within the school. The agency should give careful consideration to how the internship will be recruited for and avoid any opportunity of perceived inequity in the appointment or placement of students in state internships.

Ultimately, the internship may be **posted or not-posted for Open Recruitment**. If the internship is posted for open recruitment, intern applicants may apply directly to the opening online at the State of Iowa's employment website. If the position is **NOT** to be posted for open recruitment, the HRA should include a note in the Requisition Comments field using the following verbiage – **"Do Not Post for Open Recruitment"**. In instances where the requisition will not be recruited for via the employment website, the Employment Specialist will **open** the requisition only and **will not post** it where applicants can access the position via the website

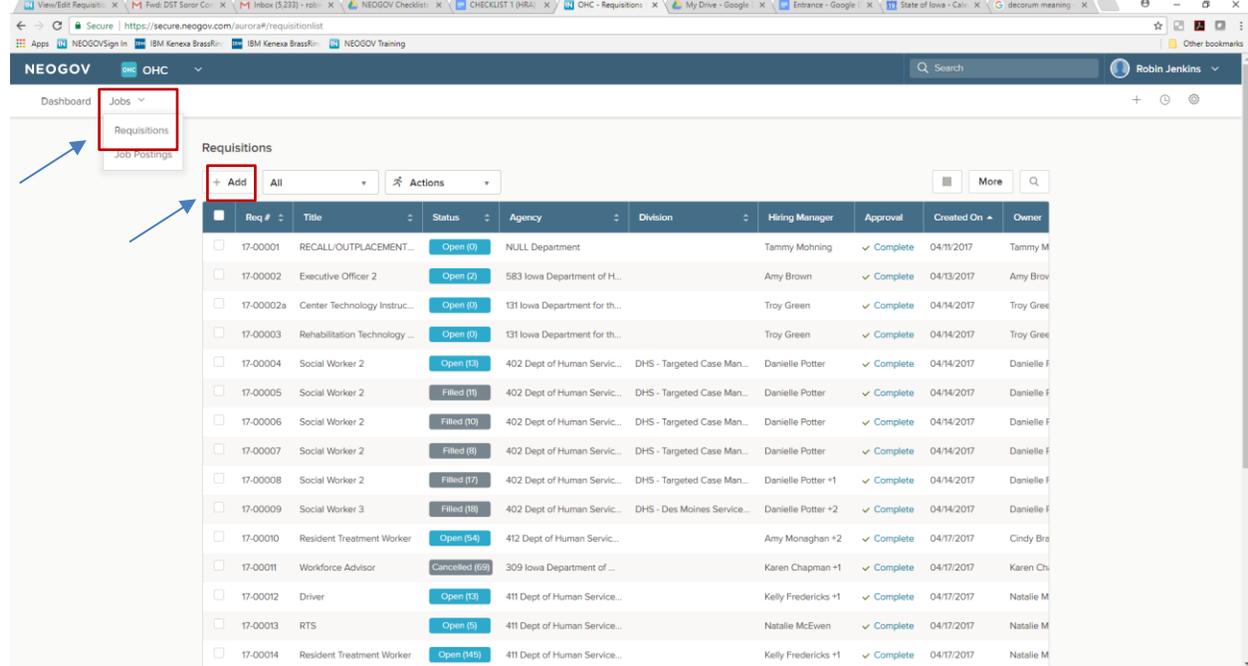
- **Multiple Hires** may be made using the same requisition **only** when the basic objectives of the internship are the same, in the same location, and/or under the same leadership. The same requisition should only be used for like positions with regard to pay status. All internships per requisition should either be paid or unpaid. When the internship is for credit and there are specific curriculum expectations that may differ from another internship, it is advisable to use individual requisitions.
- The **Minimum Qualification ("MQ")** for an intern appointment (paid) or placement (unpaid) is: *"Are you a student currently enrolled in an accredited college, university, trade or technical school program leading to a degree?"* This field will populate automatically with the job code selection and should not be altered. If there are specific preferences you may use the Additional Qualifications section; but realize this will not impact the student's ability to be sent forward to the hiring agency for internship eligibility.
- For those positions **NOT** posted to the employment website, the HRA should provide the Employment Specialist with the selected interns resume and/or additional documents that support the students eligibility for an internship when they submit the request for internship requisition.

The enrollment process starts with the creation of a job requisition in NEOGOV and concludes with the intern being dispositioned in NEOGOV at the conclusion of the internship.

HUMAN RESOURCE ASSOCIATE ROLE - ADDING AN INTERNSHIP REQUISITION FROM OHC

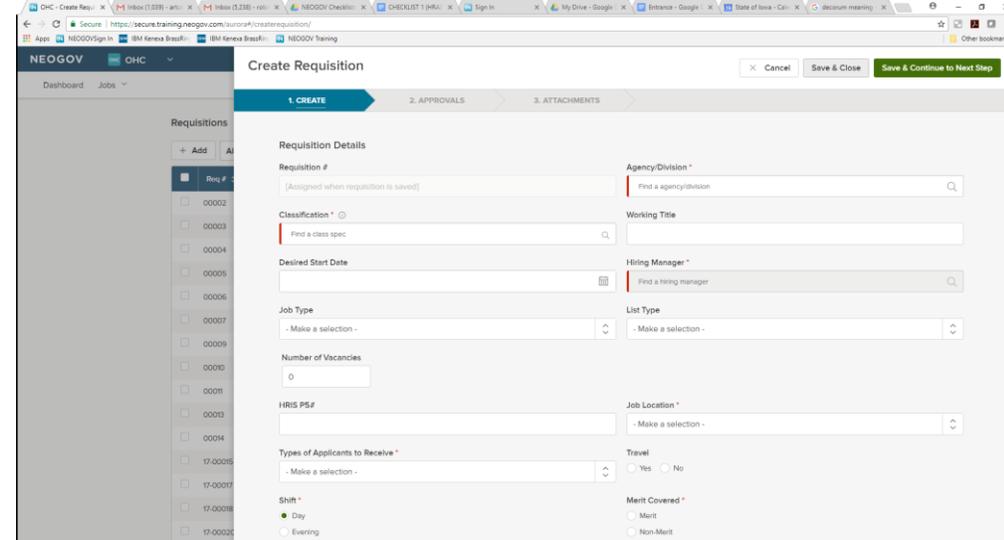
After logging into NEOGOV, the HRA will add a new requisition by accessing via the dropdown menu > JOBS > REQUISITIONS > + (see exhibit #1). The requisition form will open in a new window. See instructions below for completing the form.

Exhibit 1 – Adding A Requisition



Following are step by step instructions for completing the **Requisition Details** form (exhibit 2):

Exhibit 2 – Requisition Details



1. **Requisition #** – Will auto populate when requisition is saved. You do not need to fill in.

2. **Agency/Division** – Enter your agency’s number. This will generate a list for you to select the appropriate agency. When you select your agency if there are Divisions available, an appropriate list will be selectable (e.g., DHS-402).
3. **Classification** – You will enter the classification code (00705) or the class title (Administrative Intern) for this to populate.
4. **Working Title** – This field may be edited and does not have to be the name of the classification. Should be a title that describes the internship position and creates interest in the internship when candidates are viewing the posting. **No need to complete this field if the internship is not posted for open recruitment.**
5. **Desired Start Date** – The date your agency anticipates the new hire starting – this can be an approximate date. This does not go on the posting and is just for your agency’s reference if needed.
6. **Hiring Manager** – Enter the name of the hiring manager or HRA that will be processing the hire.
7. **Job Type** – Select “Internship.”
8. **List Type** – Do not fill in – leave as “Make a selection.”
9. **Number of Vacancies** – Type in the numerical number of vacancies for the requisition.
10. **HRIS P5#** - DOT applicable only.
11. **Job Location** – Select from the menu the correct City, Zip Code and County of the domicile of the position(s) – where the position is based out of – even if position has a considerable amount of travel.
12. **Types of Applicants to Receive** – Select “Intern Applicants.”
13. **Travel** – Select “Yes” or “No”.
14. **Shift** – Select the appropriate shift.
15. **Merit Covered** – select “Non-Merit.”
16. **Current Exclusion** - Leave unselected or make an appropriate selection of Yes or No.
17. **Pending Graduation Applicants** – Leave unselected or make an appropriate selection of Yes or No.
18. **Pending License Applicants** – Leave unselected or make an appropriate selection of Yes or No.
19. **Number of Days to Post** – ALL positions on NEOGOV (Merit or Non-Merit) must be posted to run a minimum of 10 calendar days. They can also run longer. Type in the numerical number identifying the number of days the position should be posted. Because this is a **required field**, please type in a number even if the position is **NOT** posted for open recruitment.
20. **Hiring Authority** – Enter the name of the hiring authority.
21. **Point of Contact for Applicant Questions** – This should be the person who is to be contacted if an applicant has questions about the position – typically this is the Human Resources Associate
22. **Selectives** – Type all numerical 3-digit codes in the provided field.
23. **Job Description** – Enter the job description here. This must describe the objectives of the internship position and should be used to generate applicant interest.
24. **To Apply** – Enter any additional application instructions OTHER THAN the normal instructions that HRE will post for applications received through NEOGOV. If your agency wants a cover letter/resume sent directly to the hiring manager, this field should list the exact name, address and any additional instructions for applicants to follow.

Following are step by step instructions for completing the **Position Details** form:

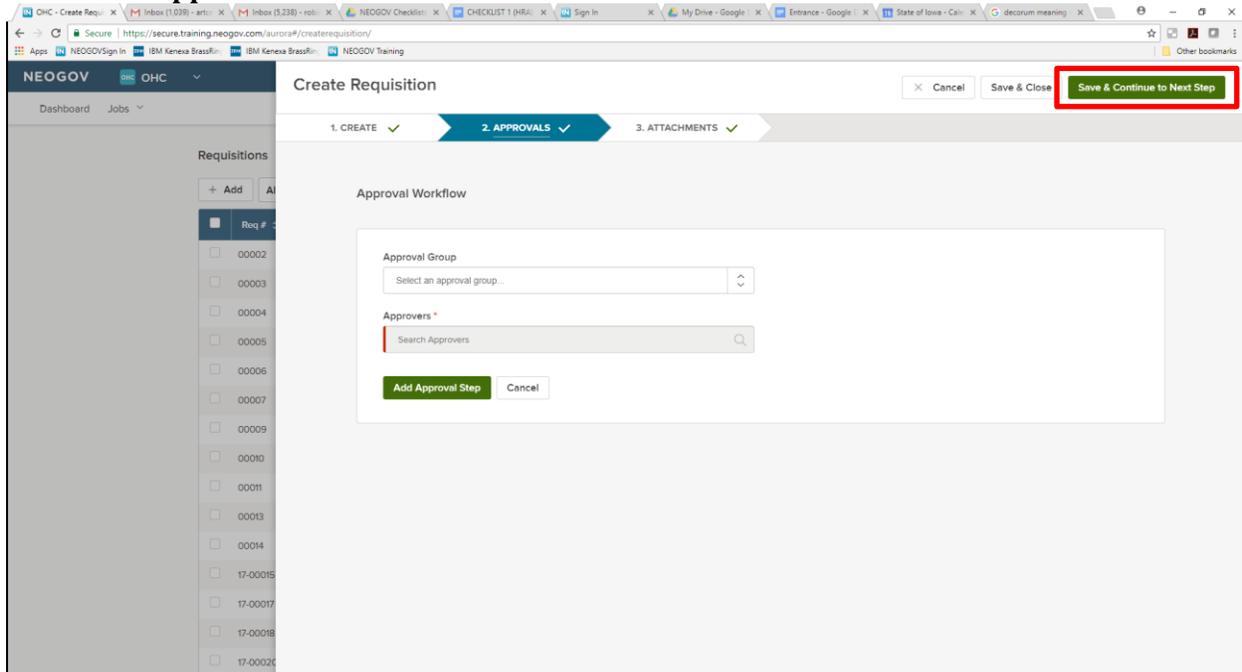
Exhibit 3 – Position Details

The screenshot shows the 'Create Requisition' form in the NEOGOV system. The form is divided into three steps: 1. CREATE, 2. APPROVALS, and 3. ATTACHMENTS. The '1. CREATE' step is currently active. The form includes several input fields: 'Hiring Authority *', 'Point of Contact for Applicant questions *', 'Selectives (Type your selective 3-digit codes here)', 'Job Description *', and 'To Apply (Enter only for non-merit Reqs)'. There is a 'Position Details' section with a 'New Position?' question and radio buttons for 'Yes' and 'No'. A large text area for 'Comment' is at the bottom. Two red boxes highlight key buttons: 'Save & Continue to Next Step' at the top right and 'Add Position Detail' at the bottom center. Blue arrows point to these buttons.

1. **New Position?** Select YES or NO
 2. **Click** on “Add Position Detail” located center bottom of page (see exhibit 3)
 - a. If you selected **YES** to the question -“New Position”-two boxes will pop up: Position Number and Vacancy Date.
 - o For Position Number fill in the entire 18-digit number.
 - o For Vacancy Date fill in the date the position becomes vacant. This can be approximate.
 - b. If you selected **NO** to the question-“New Position”-four boxes will pop up
 - o For Position Number and Vacancy dates (follow above instructions)
 - o Two additional boxes for the first and last name of the current employee in the position. Fill in this information.
- NOTE** – If there is more than one vacancy repeat the steps.
- Additional NOTE** – NEOGOV Requisitions cannot accommodate a combination of New Positions and Old Positions.
3. **Comment box** – Fill in any comments you want the DAS-HRE employment specialist to know about the requisition and posting – e.g., please “**Do NOT post for open recruitment**”.
 4. **Click** “Save and Continue to Next Step” at top of page in green highlights (see Exhibit 3)

Following are step by step instructions for completing the **Approval Workflow** form:

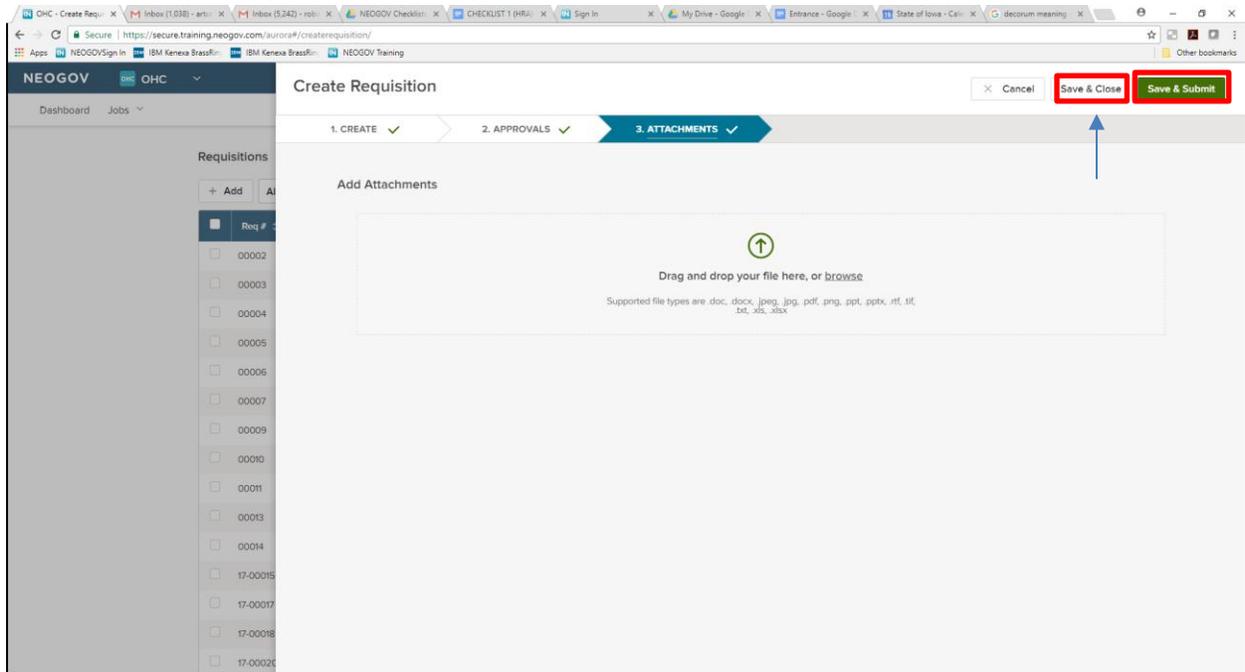
Exhibit 4 – Approval Workflow



1. **Approval Group** – Do not select an Approval Group - Click “Save and Continue to Next Step” at top of page highlighted in Green box (See exhibit 4).

Following are step by step instructions for completing the **Approval Workflow** form:

Exhibit 5 – Add Attachments



1. **Add Attachments** – Follow the drag and drop or browse to add attachments e.g., PDQ, Transcripts, Proof of Enrollment.
2. Click **Save and Submit** button at top of page highlighted in Green (See Exhibit 5).

NOTE – *If you are not ready to submit the Requisition to HRE for processing, click the “Save and Close” button instead, and you can return to the Requisition to make further changes before submitting it.*

GETTING THE INTERN APPLICANT INTO THE FOLDER WHEN THE INTERNSHIP IS NOT RECRUITED ON NEOGOV

In instances when the position is **NOT** to be posted on the websites for open recruitment, the HRA should attach the resume (see Exhibit 6) and any supporting documents of eligibility to the requisition when requisitioning the internship position if that information is available. The HRA should also make note to the Employment Specialist in the **Comments field** (back at the Create Requisition step; see Exhibit 7) to place the intern in the requisition folder once the requisition is opened.

Exhibit 6 – Attaching Documents

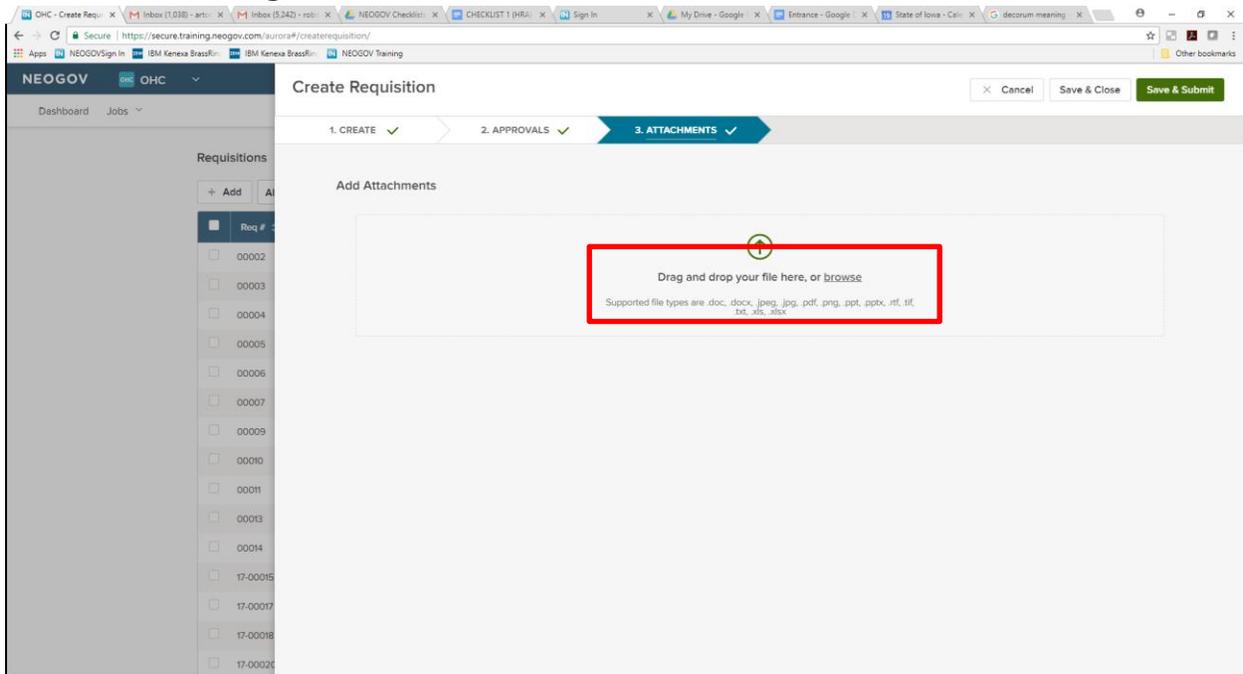
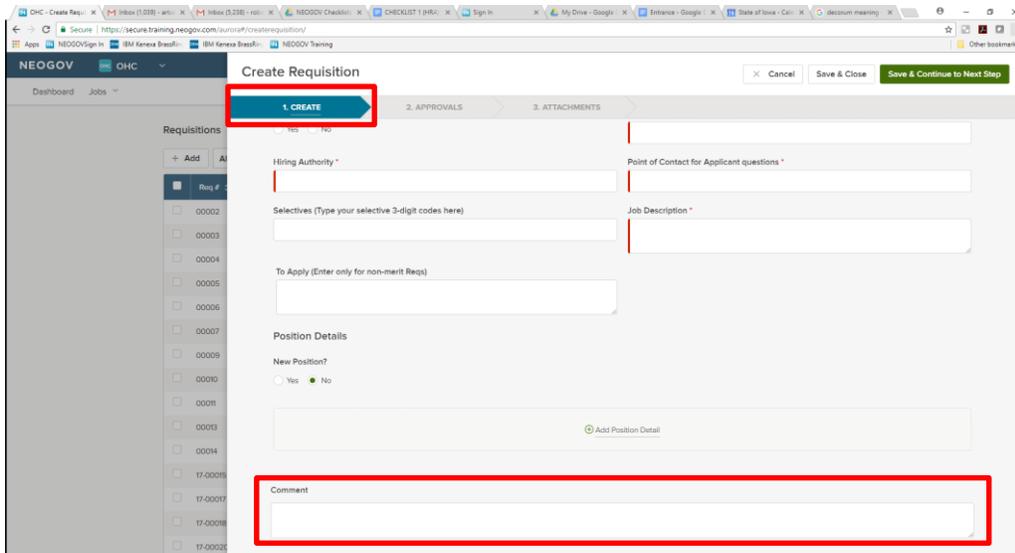


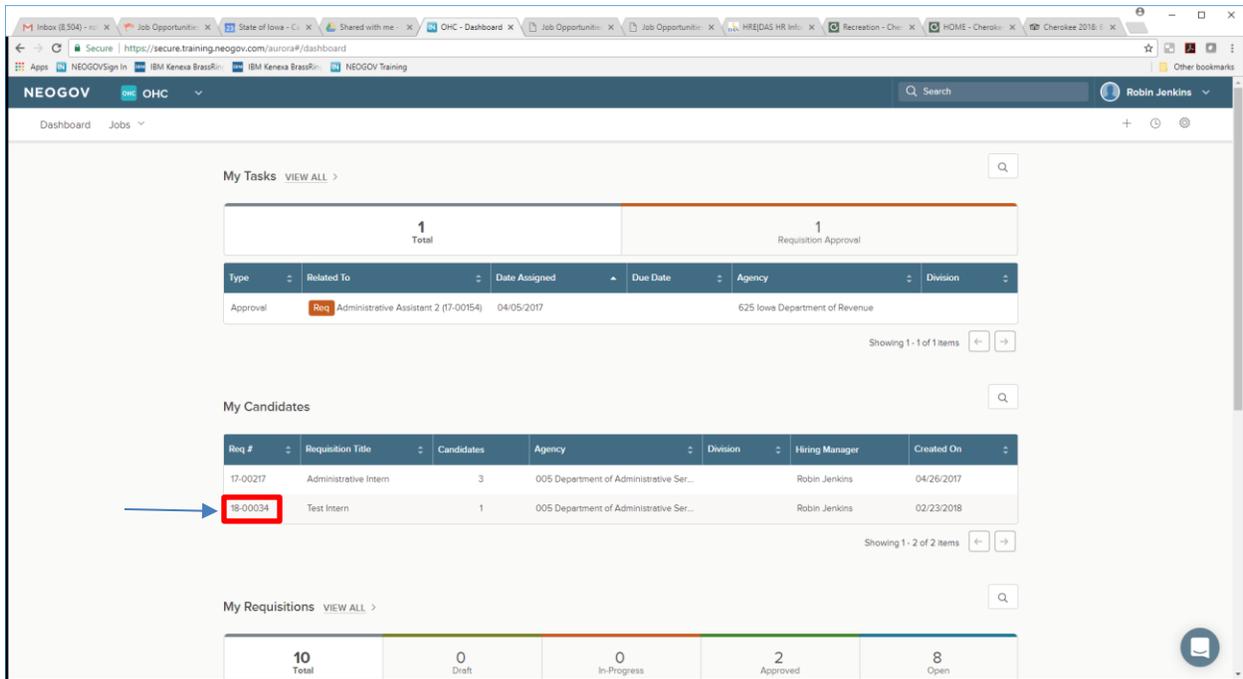
Exhibit 7 - Comments



If a student has not been selected at the Create Requisition step in the process, the HRA may send via email the resume and any supporting documents of internship eligibility directly to the Employment Specialist to add the student to the requisition folder once a selection is made.

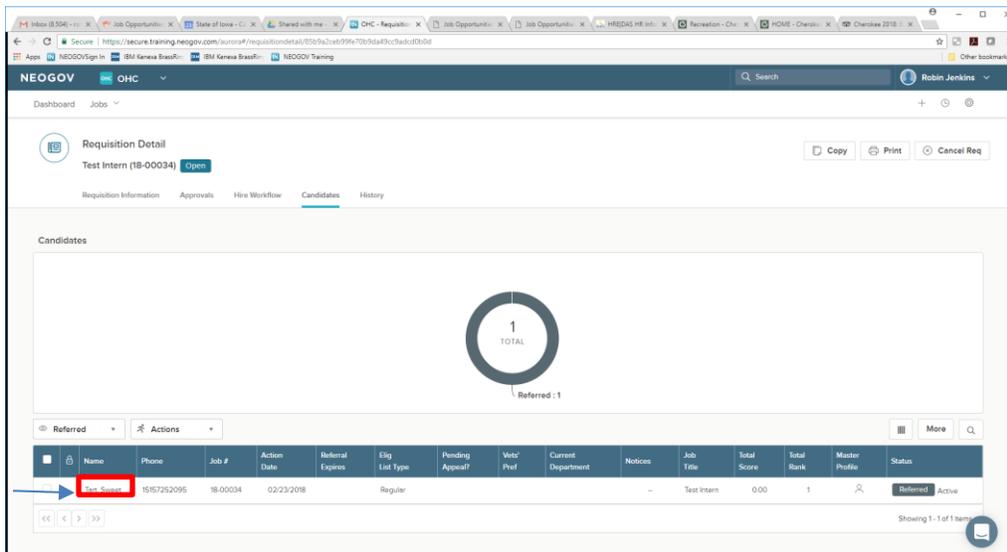
PROCESS CANDIDATES TO HIRE

The HRA will locate on the Dashboard under My Candidates the requisition to be processed and click on the applicable Req#.



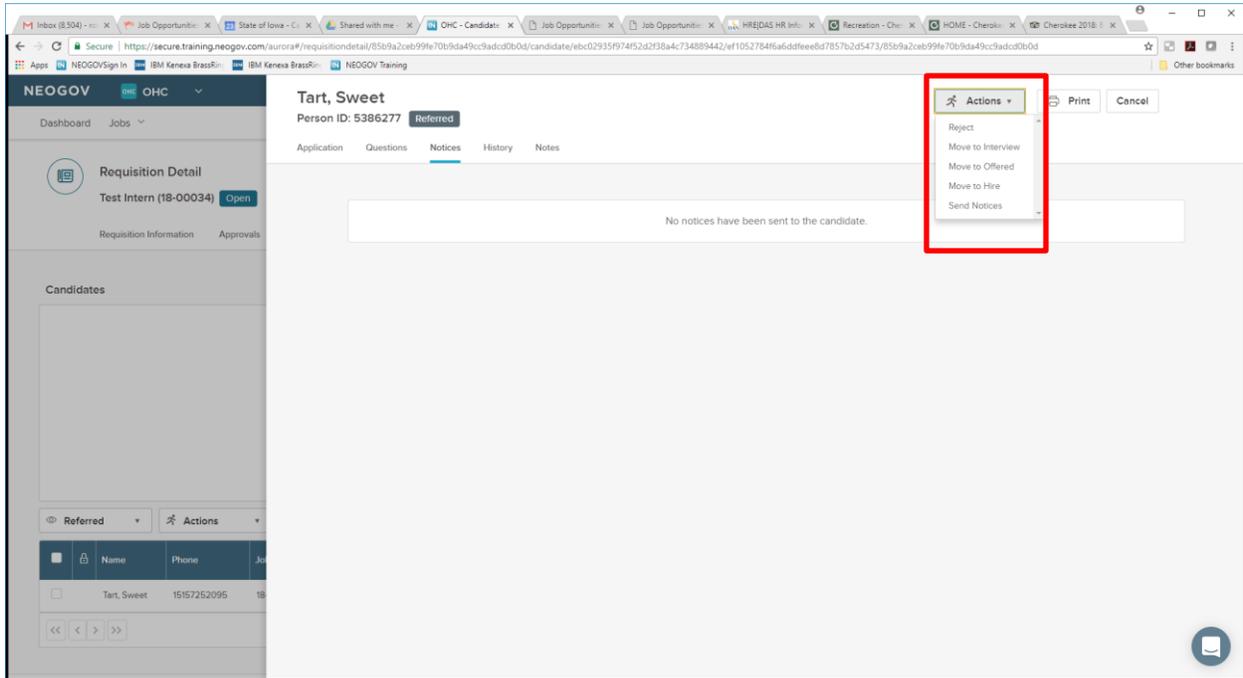
The Requisition Detail displays the Candidates tab showing your referred candidates.

- Click on the candidates name to review their Application.



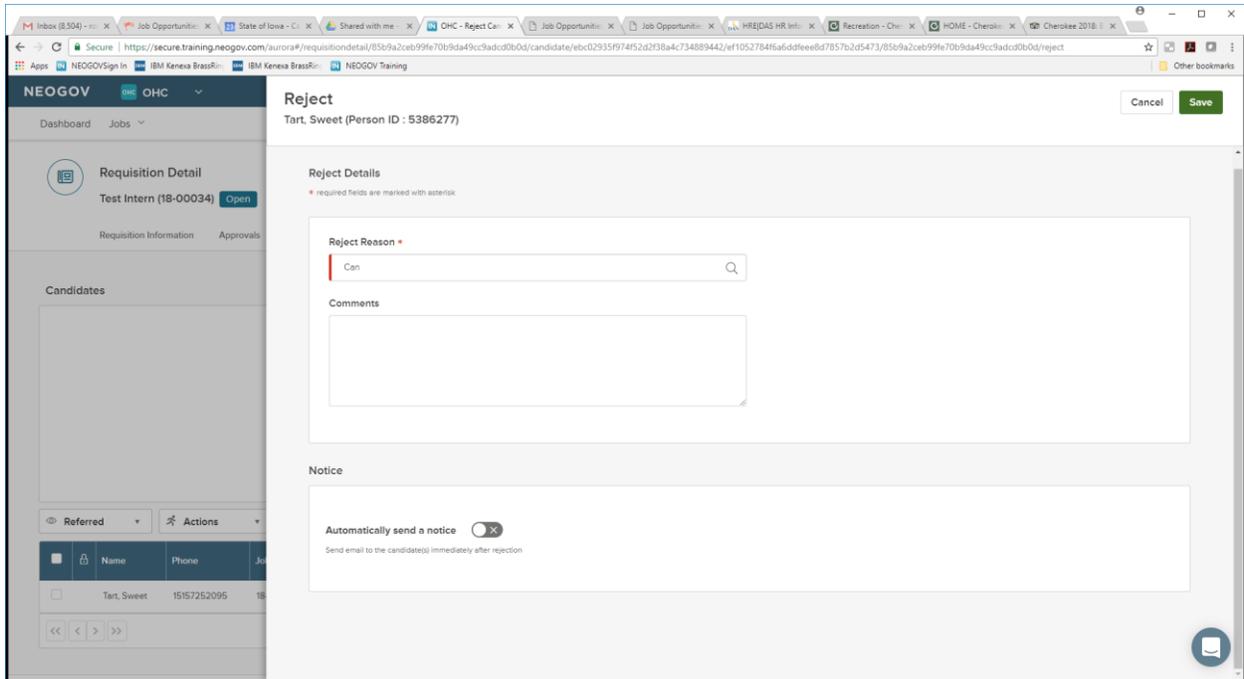
Once you select the candidate their application is displayed providing you access to their Application containing General Information, Work Experience, Education, Additional Information, References and Attachments; Questions they've responded to; Notices sent; History and Notes.

If you're screening to select candidates for interview use this page to review their submission. Once it's been decided if the candidate will move on to interview, be rejected or hired you will make the appropriate selection by clicking on the dropdown menu under **Actions** in the upper right corner of the page.

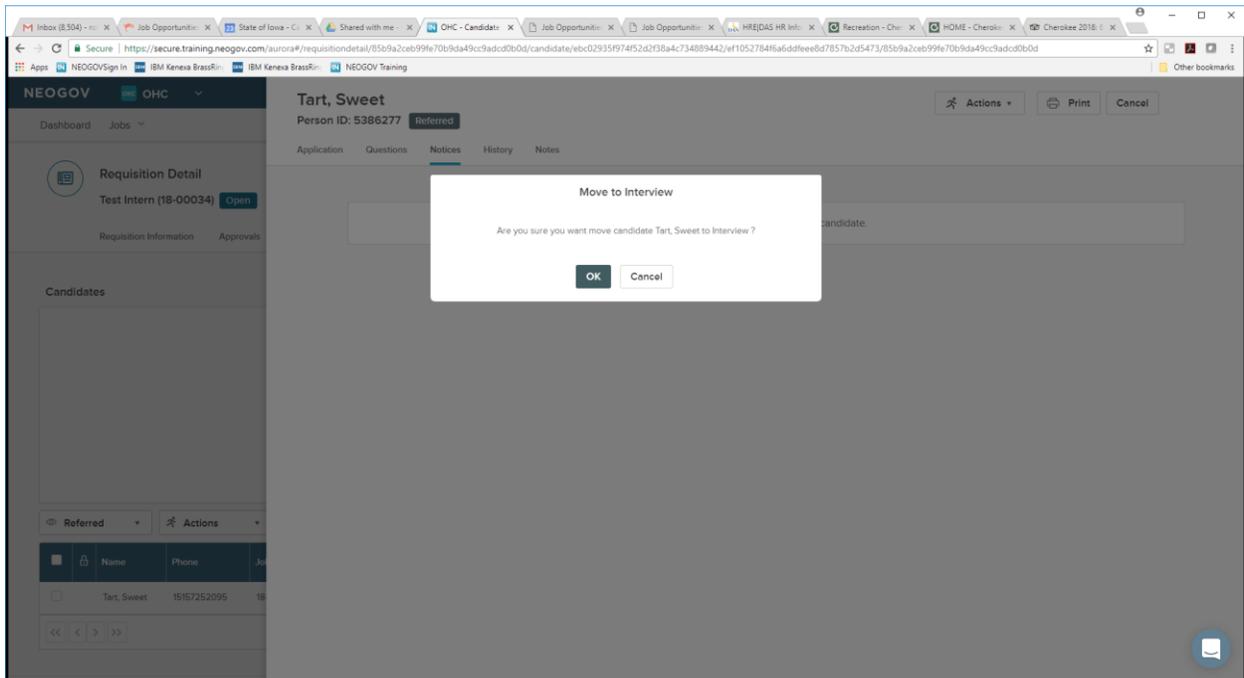


If the candidate is to be rejected, make that selection by clicking Reject. A Reject Details window will open providing a Reject Reason field (required);

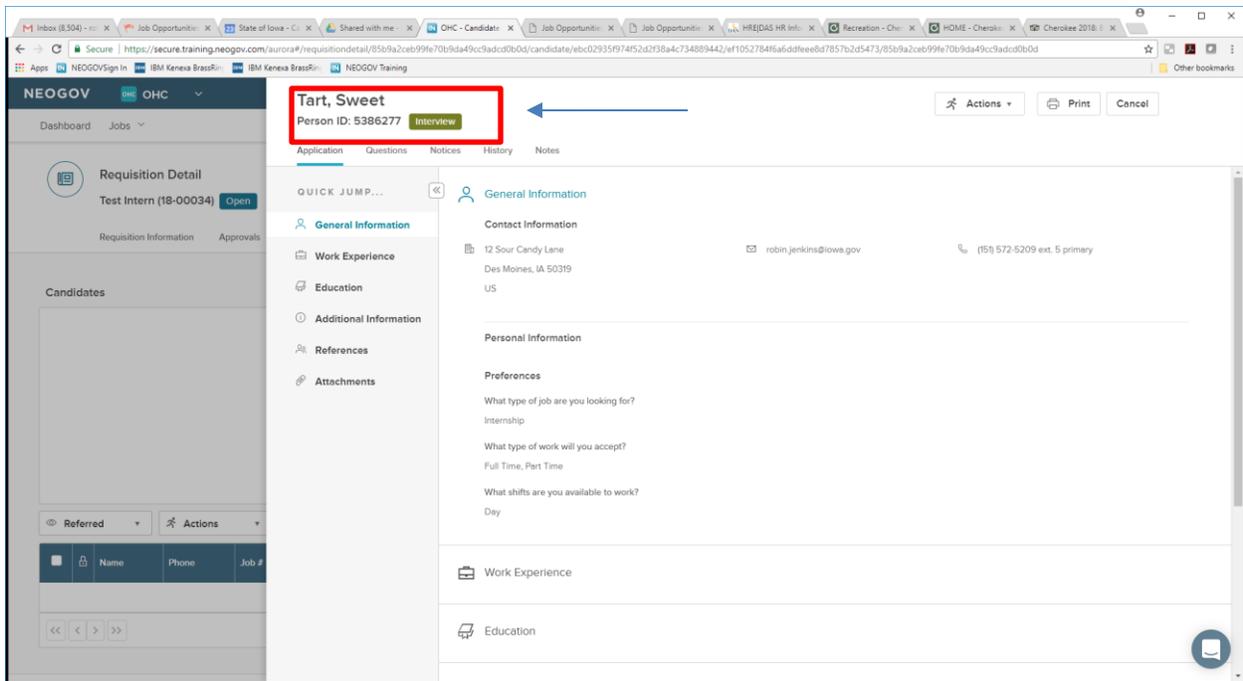
- Select the appropriate Reject Reasons (see list below) and make that entry in the Reject Reason's field.
 - Candidate Not Interested - Agency
 - Considered, Not Interviewed
 - Failed to Respond to Agency
 - NonMerit Considered, Not Interviewed (use only on NonMerit Reqs)
 - Out Bypass (use only for Outplacement Candidates)
 - Recall Bypass (use only for Recall Candidates)
 - Req Canceled
 - Resume Not Submitted
- Enter comments as necessary
- Turn on Automatically send a notice
- Click SAVE at top of page



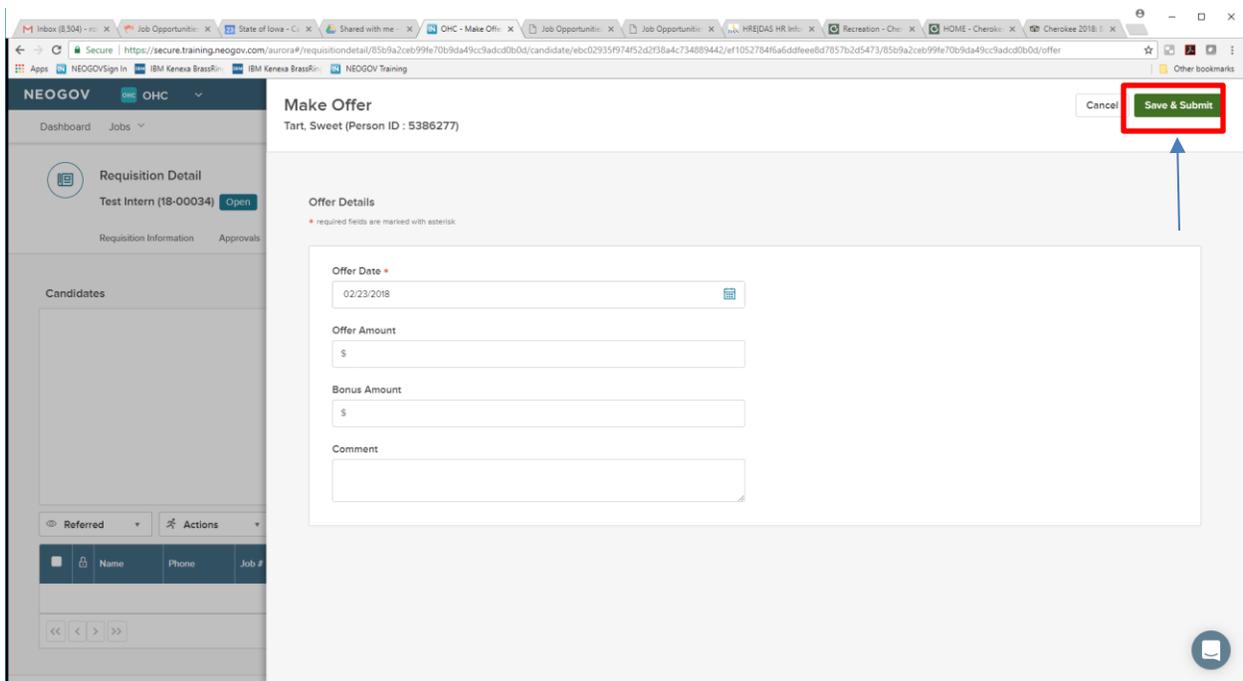
If the candidate is to be moved to interview, make that selection by clicking “**Move to Interview.**” A confirmation window will display providing you an opportunity to confirm by clicking **OK.**



Immediately the candidate’s status will be updated to that of **Interview.**



If the candidate is selected for hire and the offer is extended, you should document the offer by selecting **“Move to Offered”** from the ACTION button at the top of the page. A form will display providing you an opportunity to enter the Offer Details – Offer Date; Offer Amount; Bonus Amount; and Comment. Once the form is completed click **Save & Submit** at the top of the page.



When the offered candidate accepts and you’ve documented the offer details you should process the Hire by selecting **“Move to Hire”** from the ACTION button at the top of the candidate’s page. A

form will display providing you an opportunity to enter the Hire Information. Complete all required fields as well as the following fields:

- Internship Paid or Unpaid
- Internship (After Hire): Anticipated Completion Date
- Internship (After Hire): Anticipated Graduation Date

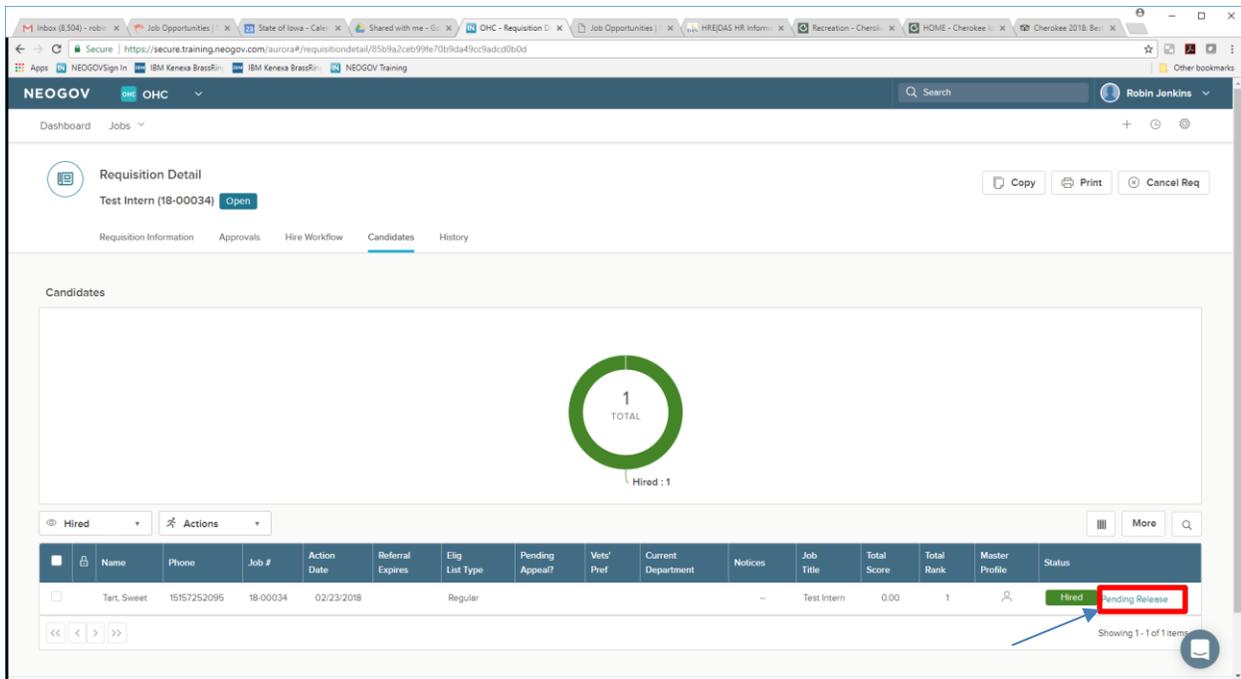
The **Hire Type** (required) selection should be **Hired Intern**.

Upon completing the above fields click the **Save & Close** button. **DO NOT** select Save & Continue to next Step at this point in the process.

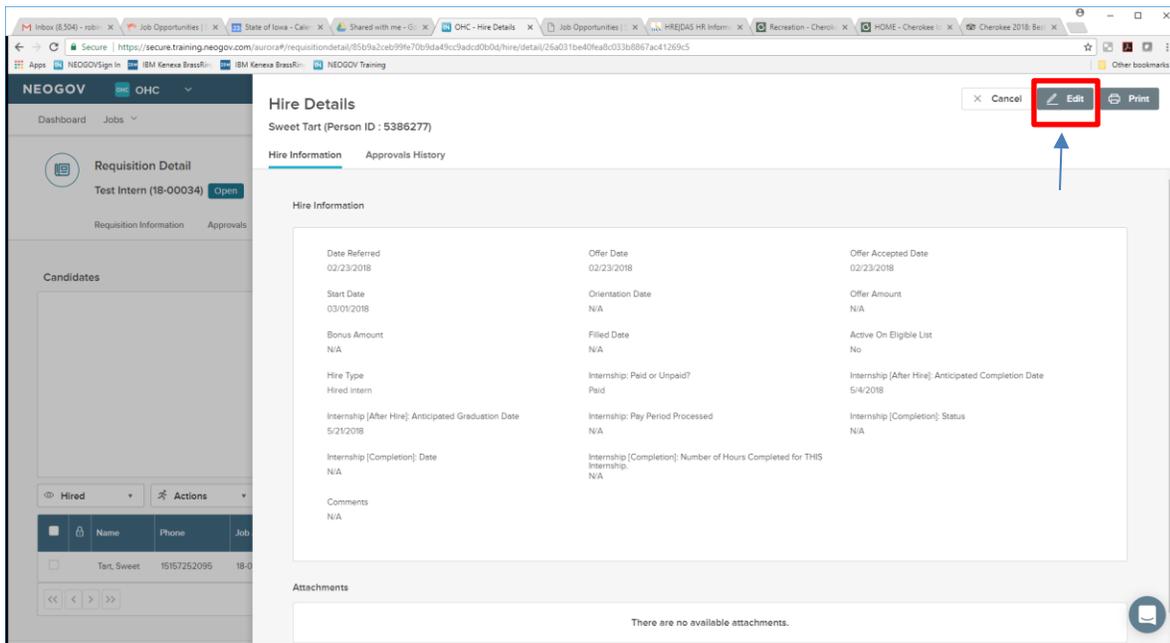
The screenshot shows the NEOGOV Hire Form for Tart, Sweet (Person ID: 5386277). The form is in the '1. HIRE INFORMATION' step. The 'Save & Close' button is highlighted with a red box. The form contains the following fields:

- Start Date: MM/DD/YYYY
- Orientation Date: MM/DD/YYYY
- Filled Date: MM/DD/YYYY
- Hire Type: - Make a selection - (Selected: Hired Intern)
- Internship Paid or Unpaid: - Make a selection -
- Internship (After Hire): Anticipated Completion Date: MM/DD/YYYY
- Internship (After Hire): Anticipated Graduation Date: MM/DD/YYYY
- Internship Pay Period Processed: MM/DD/YYYY
- Internship (Completion) Status: - Make a selection -
- Internship (Completion) Date: MM/DD/YYYY
- Internship (Completion): Number of Hours Completed for THIS Internship: [Text Field]
- Active On Eligible List:
- Comment: [Text Field]

Once the intern has completed the internship, the HRA will access the candidate via their My Candidates list by requisition, select the appropriate requisition, identify the appropriate candidate and select Pending Release under the Status column.



The Hire Details form will appear and the HRA should select Edit in the upper right corner of the form.



Complete the following fields:

- Internship (Completion): Status
- Internship (Completion): Date
- Internship (Completion): Number of Hours Completed for THIS Internship

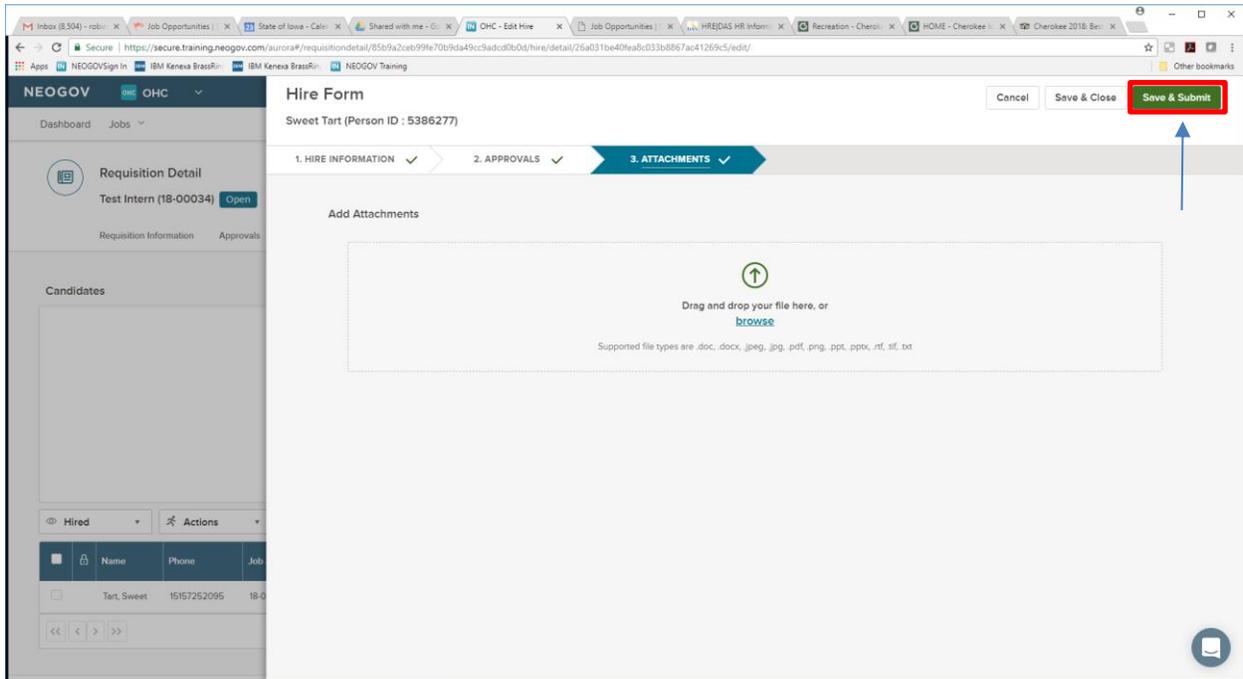
Once the information has been entered the HRA should click on the Save & Continue to next Step button at the top right corner of the form.

The screenshot shows the NEOGOV Hire Form for Sweet Tart (Person ID: 5386277). The form is currently on the '1. HIRE INFORMATION' step. The 'Save & Continue to next Step' button is highlighted with a red box. The form includes fields for Filled Date, Internship Type (Hired Intern), Internship Status (Paid), Anticipated Completion Date (05/04/2018), Anticipated Graduation Date (05/21/2018), Pay Period Processed, Completion Status, and Completion Date. There is also a section for 'Active On Eligible List' and a comment field.

Currently Approval Workflow is not used in NeoGov. Click on Save & Continue to next Step

The screenshot shows the NEOGOV Hire Form for Sweet Tart (Person ID: 5386277) on the '2. APPROVALS' step. The 'Save & Continue to next Step' button is highlighted with a green box. The form displays an 'Approval Workflow' section with a note that required fields are marked with an asterisk. Below this, there is a dashed box containing an 'Add Approval Group' button.

The HRA could attach a document of the schedule and hours worked if they so choose to document the total number of hours worked. If attaching the hours file, once attached select "Save & Submit".



Final Page in the process will display.

