

POST-GRADUATE INTERNSHIP REQUEST

The hiring manager must contact Human Resources to verify whether a post-graduate intern position already exists.

- For new positions: Complete Sections A and B, then create the job requisition in Workday.
- For existing positions: Complete Section B only, then create the job requisition in Workday.

This form must be attached to the job requisition. If you have any questions, please contact **Employment@byuh.edu**.

POSITION STATUS

New/One-Time Authorization

Existing/Ongoing Authorization

New/Ongoing Authorization

SECTION A

POSITION APPROVAL

Budget Director Approval:

Date:

Line PC Approval:

Date:

SECTION B

CANDIDATE INFORMATION

Name:

Student ID:

Field of Study (Major/Minor):

Graduation Date:

Residence Status:

Domestic

International

Note: If a candidate has already been selected, include their name on this form. If a candidate has not yet been selected, write "TBD" in the Name field.

INTERNSHIP PROVIDER

Department:

Department Manager:

Supervisor:

Supervisor Email:

Do you already have adequate budget to pay for this position?

Yes

No

Cost Center:

INTERNSHIP INFORMATION

Job Title:

Primary Duties:

Length (18 months or less)		Start Date:	End Date:
Requested Wage (Max \$16.50):		Requested Hours/Week (Max 30-30-30-19):	
Person Replacing (if applicable):			
Job Location:			
INTERNSHIP JUSTIFICATION			
How is the internship an application and extension of the Field of Study (or preparation for career goals)?			
Learning Outcomes (no more than 3):			
Why is this internship needed at BYUH? How will it benefit BYUH?			
Students have priority for campus jobs. Why can't this position be filled by a student?			
List any other relevant information:			
APPROVALS			
Requestor Signature:		Date:	