

BYUH Post-Graduate Internship Request

The hiring manager should contact HR to check if a post-graduate intern position exists.

If the position is new, please complete (A) **FIRST**, then create the job requisition.

If the position is existing, skip (A) and create the job requisition.

Position Status	New/One Time Authorization	<input type="checkbox"/>	Existing /Ongoing Authorization	<input type="checkbox"/>	New Ongoing Authorization	<input type="checkbox"/>

Section A

Position Approval	Budget Director Approval	Date
	Line PC Approval	Date

BYUH Post-Graduate Internship Request (Section B)

The hiring manager must complete (B) and also request academic approval from the AVP. Approval request should be sent to the AVP (academic relevance) (and ISS if candidate is international) for initial approvals.

Submit this form to Human Resources after the academic approvals have been given.

Candidate Information	Name:	BYUH ID #:
	Field of Study (Major/Minor):	Graduation Date:
	<i>Residence Status</i> Domestic <input type="checkbox"/> International <input type="checkbox"/>	Note: Offers for pre-selected candidates may NOT be extended until after the ECO has confirmed endorsement has cleared (HR will notify by sending official offer letter). Interns are held to the same endorsement standard as Non-Student employment.

Internship Provider	Department:	Department Manager:
	Supervisor/Mentor:	Supervisor address:
	Do you already have adequate budget to pay for this position?	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Compensation Account		

Internship Information	Position Title:
	Primary Duties:
	Length (18 months or less)
	Start Date: _____ End Date: _____
	Requested Wage (Max \$16.00): _____ Requested Hours/week (Max 30-30-30-19): _____
	Person Replacing (if applicable):
	Job Location:

Internship/Academic Justification (Please keep response brief)
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?
If applicable, list any other relevant information.

Requestor Signature/Date _____ / _____	Approvals/Date HR _____ / _____ ISS _____ / _____ AVP _____ / _____
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