

# BYUH Post-Graduate Internship Request (Section A)

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 Approval	Position Status New <input type="checkbox"/> Existing <input type="checkbox"/>	
	Budget Director Approval	Date
	Line PC Approval	Date

# BYUH Post-Graduate Internship Request (Section B)

The hiring manager must complete (B) and initiate academic approval process by submitting form to Human Resources after hiring recommendation was made. After initial review, it will be sent to ISS (if candidate is international) and the AVP (academic relevance) for approvals.

Candidate Information	Name:	BYUH ID #:
	Field of Study (Major/Minor):	Graduation Date:
	<i>Residence Status</i> Domestic <input type="checkbox"/> International <input type="checkbox"/>	
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 (One year or less)	
	Start Date:	End Date:
	Requested Wage (Max \$12.00):	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 \_\_\_\_\_/\_\_\_\_\_