

BYU–Hawaii Post-Graduate Internship Request Process

Hiring Managers Checklist

Step 1. Verify approval for the position.

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

- New
 1. Complete Section (A) of the "BYU–Hawaii Post-Graduate Internship Request" Form. First, the hiring manager must check with the Budget Director to ensure that the department has the budget for the position. If it does, the hiring manager must contact its line VP to obtain approval for the position. The line VP signs the form once they receive the approval from the President's Council.
 2. Once the approvals are received and Section (A) has been filled out with all required signatures and dates, the hiring manager creates the job requisition.
- Existing

Skip section (A) and create job requisition.

Step 2. Create the job requisition on Workday.

1. The hiring manager creates the job requisition.
2. HR reviews the job requisition.
 - a. If the job requisition is correct, HR approves it and posts it on the BYU–Hawaii website.
 - b. If the job requisition is incorrect, HR sends it back to the hiring manager for correction.
3. The hiring manager extends the offer to the candidate selected for the position.
4. The hiring manager completes Section (B) of the "BYU–Hawaii Post-Graduate Internship Request" Form and sends it to HR.

Step 3. Obtain approval for the candidate.

- The candidate is international:
 1. Once HR receives the completed BYUH Post-Graduate Internship Request Form, it will forward it to ISS.

2. ISS collaborates with the VP for Academics to ensure that the internship qualifies as one and that it relates to the candidate's major(s).
 3. ISS informs HR if the candidate's internship request is approved or not.
- The candidate is domestic:
 1. Once HR receives the completed BYUH Post-Graduate Internship Request Form, it will forward it to the VP for Academics.
 2. The VP for Academics reviews the internship request to ensure that it qualifies as one and that it relates to the candidate's major(s).
 3. The VP for Academics informs HR if the candidate's internship request is approved or not.

□ Step 4. Complete the Hiring Process.

Once HR receives all the necessary approvals, they will proceed with the hiring process.

1. HR obtains ecclesiastical endorsement for the candidate.
2. HR creates the offer letter for the candidate. Once it is ready, it will be sent to the hiring manager for review. If everything looks right, the hiring manager will be asked to forward it to the candidate so they can sign it. Once it is signed, the offer letter needs to be returned to HR.
3. Candidate needs to clear a tuberculosis test and a background check.
4. Candidate needs to complete their onboarding on Workday.
5. HR needs to verify the candidate's I-9 documents.

Reminders:

- Internships should only last up to one year. All extensions need to be approved by HR and ISS (if intern is international).
- HR will email both the intern and the hiring manager once the intern is authorized to work.
- Interns can only work up to 30/30/30/19 hrs./wk. All exceptions need to be approved by the President's Council.
- Interns and hiring managers are to follow the work hours policy. Non-compliance to this policy is subject to disciplinary actions.

If you have any questions or need assistance, please contact us at employment@byuh.edu or (808) 675-4892.