

## POST-GRADUATE INTERNSHIP REQUEST CHECKLIST

### Step 1. Verify approval for the position.

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

If a position is:

#### New

1. Complete Sections A and B of the **Post-Graduate Internship Request** form.
2. Confirm with the Budget Director that the department has sufficient budget to fund the position. If additional funding is needed, the line VP must seek approval from the President's Council (PC) for both the budget and the position.
3. Obtain the line VP's signature on the form after PC approval is received.

#### Existing

Complete Section B of the **Post-Graduate Internship Request** form. Section A is not required for existing positions.

### Step 2. Create the job requisition in Workday.

1. The hiring manager creates the job requisition and attaches the **Post-Graduate Internship Request** form.
2. HR reviews the job requisition.
  - a. If the job requisition is correct, HR approves it and posts the job on the BYU-Hawaii job board.
  - b. If the job requisition is incorrect, HR sends it back to the hiring manager for correction.
3. Candidates apply to the requisition.
4. The hiring manager moves the chosen candidate forward to "offer" in Workday. (Note: This is not an official offer and should not be shared with the applicant yet).
5. HR begins the pre-hire endorsement process with the ECO (Ecclesiastical Clearance Office).
6. ECO provides a 'Clear' or 'Not Clear' result.
7. If cleared, HR creates the candidate's official offer letter in Workday. After the offer letter is created, it will be sent to the hiring manager for review. The hiring manager should extend a verbal offer to the candidate and then approve the offer letter in Workday. After the approval, Workday will automatically send the offer letter to the candidate for electronic signature.
8. If not cleared, the hiring manager should move on to other candidates.

### Step 3. Obtain approval for candidate.

The candidate is international (typically takes 30 days to complete):

1. After receiving and signing the offer letter, the candidate must submit a copy to ISS.
2. ISS works with the Academic Vice President to confirm that the internship meets the criteria relevant to the candidate's major(s).
3. ISS notifies the candidate whether the internship request is approved. If approved, ISS issues an updated DS-2019 to the candidate.
4. The candidate provides HR with their updated DS-2019 before their hire date.

The candidate is domestic:

1. The department shares a copy of the **Post-Graduate Internship Request** form with the Academic Vice President.
2. The Academic Vice President reviews the internship request to ensure that it qualifies and that it relates to the candidate's major(s).
3. The Academic Vice President informs HR if the 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.

- After receiving the signed offer letter, HR will provide the candidate with instructions to initiate a tuberculosis (TB) test and background check.
- Once the TB test and background check are cleared, the candidate will complete their onboarding in Workday.
- The candidate must report to HR in person to present their I-9 documents (e.g., Social Security card, driver's license, passport, DS-2019 for international candidates, etc.) for verification of their eligibility to work in the United States. Original documents are required; digital or photocopies will not be accepted.
- After completing all clearances and onboarding processes, and verifying the candidate's work eligibility, HR will send a 'Welcome' email to the candidate. The email will copy the hiring manager and include the date the intern is cleared to start work.

**Reminders**

- Internships may last up to 18 months. All extensions (beyond 12 months) need to be approved by HR (and ISS if the 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. No exceptions for increased hours are permitted.
- Interns and hiring managers are to follow the Work Hours policy. Non-compliance to this policy may result in disciplinary actions.
- All academic training (AT) applications are due to ISS 4 weeks prior to graduation/end of the semester. As such, managers must extend offers to international students by this deadline.

*If you have any questions or need assistance, please contact us at [employment@byuh.edu](mailto:employment@byuh.edu) or (808)-675-3112.*