

BYU–Hawaii Post-Graduate Internship Request Process

Hiring Managers Checklist

Step 1. Verify approval for the position.

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

- New
 1. Complete Section (A) of the "BYU–Hawaii Post-Graduate Internship Request" Form. The hiring manager must acquire PC approval for the position through their line VP. The hiring manager must first confirm with the Budget Director that the department has adequate budget to fund the position. If not, the line VP must obtain approval from the PC for both additional budget as well as approval for the position. The line VP signs the form after they receive 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 go to step 2, create job requisition.

* If you have chosen a candidate, include the name on the form, however you must **NOT** extend the offer until HR has received an ecclesiastical clearance.

Step 2. Create the job requisition on Workday.

1. The hiring manager creates the job requisition and attaches Post-Graduate Internship Request form in step #7 (note if manager has no candidate in mind yet put TBD in the *Candidate Information Name* section).
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. 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. With Clear results; HR creates the official offer letter for the candidate in Workday. Once it is ready, it will be sent to the hiring manager for review. The hiring manager may then extend the offer verbally and forward the letter by approving it in Workday and sending it to the candidate so they can sign it electronically.

Step 3. Obtain approval for candidate.

- The candidate is international (Typically takes 30 days to complete):
 1. Once Candidate receives and signs their offer letter, they must share a copy with ISS.
 2. ISS collaborates with the VP of Academics to ensure that the internship qualifies under the criteria as it relates to the candidate's major(s).
 3. ISS informs candidate if the candidate's internship request is approved or not. If approved ISS provides an updated DS-2019 to candidate.
 4. The candidate will provide DS-2019 to HR prior to hire date.
- The candidate is domestic:
 1. Department shares BYUH Post-Graduate Internship Request Form with VP of Academics.
 2. The VP of 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 of 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. After the signed offer letter is received, HR will send candidate documents to initiate a tuberculosis test (TB) & Background check.
2. Candidate must clear TB and a background check.
3. Candidate must complete their onboarding in Workday.
4. Candidate must bring in I-9 documents to HR (SSN, and Driver's license or Passport, DS-2019 (international), etc.).
5. HR needs to verify the candidate's I-9 documents in person.
6. HR will send 'Welcome' email to candidate and copy hiring manager that includes 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 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 or (808) 675- 3112.