

# Quick Guide to Hiring an Intern

**Please email IIC Operations Manger to receive passcode fo all partner forms**

## **Complete Budget Sheet**

- Go to <https://www.suu.edu/iic>
- Forms & Tool
- Partner Tool
- [Submit Intern Budget](#)

*\*Please make sure to include enough funds if intern will be traveling or any bonuses*

***\*Project codes are REQUIRED for all National Park Service budgets.***

## **Start with the following:**

- Intern type – *this will change how the benefits are calculated*
- Available funds
- Hourly pay
- Daily hours
- Hours per week
- Click update – *this will give you how many weeks you will have*
- Enter all other required fields then submit

*\*The IIC will be emailed a copy as will the agency completing the form*

## **Complete the Intern Agreement**

- Go to <https://www.suu.edu/iic>
- Forms & Tools
- Partner Tools
- Submit Intern Agreement
- Enter all required fields

*\*Start date & End date will need to match what is on budget sheet*

*\*Make sure to check if intern will be driving a federal vehicle*

*\*If Intern will be driving a federal vehicle they will be required to do complete Federal and State Defensive Driving and provide their driver license number*

- Select any certifications that you will be requiring for the internship

***\*IIC will provide CPR/First Aid & Federal Defensive Driving only during Intern Orientation in May & June. IIC Operations Manager will email the State Defensive Driving link to all interns that will be driving federal vehicles. If the intern is doing online orientation then they can complete through the Canvas course. All other training will need to be provided by the agencies.***

- Enter all other required fields then submit

*\*Intern will be emailed the agreement to electronically sign and complete their portion of the agreement.*

*\*Once the intern has completed their agreement, the agency will receive a copy along with the IIC*

**\*\*\*Interns WILL NOT be able to start until they complete their portion of the Intern Agreement & HR paper including Federal I-9, W-4 & SUU forms**

*IIC Operations Manger will email intern on what SUU paperwork they will need to complete*

## **Re-Hiring Process**

*Interns may be re-hired into the same position if they have been gone 60 days but less than 6 months since the intern's last day of paid work. A new agreement IS NOT required for re-hires that are returning to the same position as long as the intern has not been terminated from the university payroll system. Updated agreements and budgets must be submitted PRIOR to an intern returning to work. Terminated interns cannot return to their position until the position is reposted and a new agreement and budget have been completed.*