

Interviewing & Selection of Intern

Please email IIC Operations Manager to receive passcode for all partner forms

- **Applications**
 - All IIC interns must complete an online application
 - Applications must be submitted to agency contact person listed in posting
 - An intern can still apply even if the job posting has been taken down.
 - Application Screening
 - Veterans Preference
 - Age Requirement
 - Must be 16 years or older

 - **Interviewing**
 - Interviews conducted by agency
 - Interviews by in person, phone or zoom
 - Applicants you don't plan to interview please use our "Job Rejection Letter" <https://www.suu.edu/iic/pdf/job-rejection-letter.pdf> (*This will allow the applicants an opportunity to apply for another internship*)
 - Please notify applicants you interviewed by email or phone any applicant.

 - **Notification**
 - Notify the IIC of your selected intern(s) by of submitting [Internship Agreement](#) & [Budget](#) (*all partner forms require a form code. Please contact the IIC Operation Manager to obtain code*)
 - Budget: [https://www.suu.edu/Internship Agreementu/iic/intern-budget.html](https://www.suu.edu/Internship%20Agreementu/iic/intern-budget.html)
If you have questions regarding budget questions please contact the IIC Operations Manager.
 - Intern Agreement: <https://www.suu.edu/iic/intern-agreement.html>
If you have any questions regarding the intern agreement please contact the Internship Supervisor
- *Please make sure that you are submitting their paperwork at least a week before your intern is supposed to start to allow time for the onboarding process with SUU.*
- *If your intern is working out of the state of Utah please allow a few extra days on top of our standard processing time. This is to allow our HR & Payroll department time to onboard all out of state interns through our 3rd party payroll system called ZAMP.*
- **SUU Conducts Official Hire**
 - All interns will be required to complete HR paperwork which includes I9, W4 and SUU form
 - Intern who have worked with SUU less than a year ago will not need HR

paperwork unless they are working out of the state.

Interns working Out of the state of Utah are all required to complete new HR paperwork even if they worked with us last year ago.

****IIC Operation Manager will email Interns and cc their mentor during the onboarding process with SUU. Interns can't start their internship until their HR paperwork has been completed.***