

Quick Guide to Hiring an Intern

Complete Budget Sheet

- Go to <https://www.suu.edu/iic>
- Forms & Tool
- IIC Partner Tools
- 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
- IIC 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*

**If intern is working out of state please make sure to put their worksite location address.*

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

**IIC will provide CPR/First Aid only during Intern Orientation in May. State & Federal Defensive Driving can be done online or in person in May. IIC Internship Supervisor will email interns the State & Federal Defensive Driving links upon request or add them to the online intern orientation. All other training will need to be provided by the agencies.*

If intern starts in the Fall & Spring they will automatically be added to the Online Orientation. If intern starts in the summer they will can either choose to complete the in person orientation or online orientation. **Every intern is required to do the Intern Orientation even if they completed it the year before.*

- Enter all other required fields then submit

**Intern will be emailed the agreement along with a link to complete their portion of the agreement.*

**Once the intern has completed their agreement, the IIC supervisor will email intern and cc mentor on HR paperwork that is needed.*

Interns WILL NOT be able to start until they complete their portion of the Intern Agreement & SUU's HR paperwork including Federal I-9 and W-4 forms

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.