

Interviewing & Selection of Intern

- **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 phone or in person
 - 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 Internship Supervisor to obtain code*)
 - Budget: <https://www.suu.edu/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
 - Intern who have worked with SUU less than a year ago will not need HR paperwork unless they are working out of the state of Utah.
 - 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 Internship Supervisor 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.*