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## Intern Placement Procedure (PER-W008)

Milford Public School District

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### 1.0 SCOPE:

- 1.1 This work instruction describes the process in which the Human Resources Department processes intern placements in the Milford Public School District.

The on-line version of this work instruction is official. All printed versions are uncontrolled copies.

### 2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools
- 2.2 Associate Superintendent of Teaching and Learning
- 2.3 Human Resource Director
- 2.4 Human Resource Specialist

*Authorized Signature on File*

Signature

Date

### 3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resources

### 4.0 DEFINITIONS:

- 4.1 Intern – a full time graduate night student, working at one of the MPS school sites, where MPS pays for the student's graduate tuition.
- 4.2 MPS – Milford Public School

### 5.0 PROCEDURE: -

- 5.1 Each semester Human Resources receives intern placement requests and contract from colleges and universities with intern programs.
- 5.2 The Human Resources secretary compiles and updates an intern list in Work. A review of the intern list is made to determine placement openings.
- 5.3 The placement requests are reviewed by the Human Resources Specialist and candidates are selected for interview.
  - 5.3.1 Selection is based on, but not limited to, the following: type of opening, essay on why the candidate wants to intern at MPS, qualifications.
- 5.4 Human Resources Staff calls the candidate(s) to set up an interview with the Human Resources Specialist.
  - 5.4.1 If the candidate seems to be suitable for the school site, an interview will be scheduled between the principal and the candidate.
- 5.5 Once the interview has taken place between the principal and the candidate, the principal calls the Human Resources Specialist.
  - 5.5.1 The intern and college/university is sent a letter and notified by the Human Resources secretary that they have been selected.
  - 5.5.2 Fingerprinting and TB testing is required of the intern – see PER-W016 Fingerprint Checks.

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5.5.3 If applicable, a regret letter is sent to the intern only by the Human Resources secretary.

5.6 Human Resources Department sends information to the college or university regarding the intern placement for billing purposes.

5.6.1 When the interns are selected from the college or university, a requisition is processed to encumber the funds (see APAR-P002 Requisition Process).

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 PER-W016 Fingerprinting Checks
- 6.2 APAR-P002 Requisition Process
- 6.3 Contract from university/college
- 6.4 Regret letter-Word Document
- 6.5 Confirmation letter-Word Document

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Word Document	Electronic	Permanent	n/a	Electronic
Intern Paperwork	Human Resources Department Files	5 years	Shred	Locked office
Regret Letter	Intern files	5 years	Shred	Locked office
Confirmation Letter	Intern files	5 years	Shred	Locked office

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
11/15/2005	B	Add staff to 2.0; add/delete language in 5.0; add/correct language in 6.0; add documents to 7.0

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