

# College Intern Checklist

## Request for Hire Approval Checklist

<b>Department / Division:</b>		<b>Position Control Number (PCN):</b>	
<b>Job Class:</b>		<b>Hiring Manager:</b>	
<b>Selected Candidate:</b>		<b>Date Submitted to DOP:</b>	

Please send this checklist as an email attachment to your Employee Services contact to get approval for your hire. If you have not completed this form, your request will be returned. You may not offer the position until approved by Employee Services. Answer all questions. Explain any "No" answers in the "Comments" Section.

Have you requested and received an approved Non Perm Request from the Division of Personnel, Classification Unit?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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<p>Have you received proof of student's enrollment from a representative of the college?</p> <p><i>* Freshman must be registered and show proof of enrollment or intent for next available college term.</i></p> <p><i>*Summer interns must have been registered full time for the preceding spring term and proof of enrollment in the fall term.</i></p> <p><i>*Winter break interns must have been registered full time for the preceding fall term and proof of enrollment in the spring term.</i></p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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<p>Have you verified transcripts from the applicant?</p> <p><i>*Student must be in good academic standing with a GPA of 2.0.</i></p> <p><i>*College Interns II-IV and Graduate Interns must be registered full time in a degree program in a field of study related to the duties of the position.</i></p> <p><i>*Full time equals 12 semester hours for undergraduate and 9 semester hours for graduate students.</i></p> <p><i>*College Intern I's may be enrolled in any major.</i></p> <p>(If a degree is not qualifying by title alone, or if it is unclear whether the degree program is related, send it to your Employee Services contact for review).</p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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<p>Did you have all applicants who you interviewed sign the applicant certification form prior to or at time of interview?</p> <p>Form can be found at:  <a href="http://dop.state.ak.us/fileadmin/Human_Resource_Services/pdf/Applicant_Certification.pdf">http://dop.state.ak.us/fileadmin/Human_Resource_Services/pdf/Applicant_Certification.pdf</a></p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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<p>Has the student completed and signed a residency affidavit (if applicable)?</p> <p>Form can be found at:  <a href="http://dop.state.ak.us/docpool/pdf/akres/AKResFRMAff.pdf">http://dop.state.ak.us/docpool/pdf/akres/AKResFRMAff.pdf</a></p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
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<p>Is the proposed student related to anyone employed in the same department? If so, did you receive an approved nepotism waiver signed by your Commissioner's Office?</p> <p>Form can be found at:  <a href="http://dop.state.ak.us/docpool/pdf/stdforms/NepotismWaiver.pdf">http://dop.state.ak.us/docpool/pdf/stdforms/NepotismWaiver.pdf</a></p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
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<p>Checking references is a policy of the State of Alaska; did you check references for the proposed appointee(s)?</p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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Have you submitted the transcripts, proof of enrollment, the residency affidavit form, and all relevant information to your Employee Services contact for hiring approval?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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Save this checklist as "HireAppChecklist PCN\_\_ - \_\_\_\_". Email this file as an attachment to your Employee Services contact.

***\*\*You may not offer the position until approved by Employee Services\*\*.***

COMMENTS (Please explain below any "No" answers)

**Remember!! Per 2 AAC 07.113  
You must retain all documentation regarding this selection for 2 years  
after the appointment is made.**

**IF YOU HAVE ANY QUESTIONS REGARDING THESE PROCEDURES OR ANY PART OF THE HIRING PROCESS, PLEASE CONTACT EMPLOYEE SERVICES.**

Employee Services Contacts:

Tara Stephens  
Tara\_Stephens@admin.state.ak.us  
Phone: ( 907) 465-4432  
Fax: (907) 465-2576

Sara Corazza  
Sara\_Corazza@admin.state.ak.us  
Phone: ( 907) 465-5807  
Fax: (907) 465-2576