

Frequently Asked Questions for Hiring Managers

State of Alaska Internship Program

The State of Alaska Internship Program was designed to align with our strategic initiative to attract and retain a qualified workforce. The program focuses academic study with on-the-job training to introduce and engage students with the benefits of public sector employment, and encourage students to expand their education in a manner that complements State career paths for return to permanent employment. Below are frequent asked questions regarding the State of Alaska Internship Program. To obtain more information, contact recruitment staff in your [HR Service Center](#).

Creating a New Internship

I have not yet used/created an internship position. How do I get started?

It is recommended you contact the Division of Personnel & Labor Relations (DOPLR) management services consultant to discuss the specific needs and design of your internship before submitting a request through the Online Position Description (OPD) system.

Am I required to create a flexibly staffed internship position?

No, you may request a single job class internship. You are however encouraged to create a flexibly staffed internship as it gives students the ability to progressively advance through the internship series after successful completion of the training plan and evaluation criteria.

I have a good training plan from a prior internship position. Can I use this document instead of the Internship Training Plan and Evaluation Criteria form?

Yes, you may use a prior training plan as long as it describes criteria used to determine whether a student possesses the knowledge, skills and abilities for advancement.

What are the types and levels of internships available?

Student Intern series designed for high school/pre-college students; College Intern series designed for students attending college or university; Graduate Intern designed for post-graduate students. For more information regarding the types and levels, review the [State of Alaska Internship Program Guidelines](#), and Class Specifications located on Workplace Alaska.

Recruiting an Internship

I have a student interested in an internship position with my agency that I would like to hire. Do I have to recruit through Workplace Alaska?

Yes. In response to the overwhelming feedback from hiring managers and supervisors, Workplace Alaska is used to advertise internship opportunities through a centralized recruitment system, facilitating student accessibility, enhancing applicant pools, and ensure application of the merit principle, and recruitment and selection processes.

How long must I recruit on Workplace Alaska?

Per 2AAC 07.056(a) the public announcement must be a minimum of 10 days.

Can I contact educational institutions directly for referrals?

You may contact educational institutions as a method of additional advertising. Interested students must apply for the internship through Workplace Alaska to be considered for the vacancy.

After I meet the out-of-state criteria outlined in the Internship Program Guidelines, how do I request approval to recruit non-Alaskan residents, i.e., All Applicant recruitment?

You must coordinate your request through recruitment staff in your HR Service Center. Please prepare a written request that demonstrates how the criterion has been met.

Does the student need to provide official transcripts to be considered?

No. Unofficial transcripts are accepted.

How are educational institutions being notified of the changes to the internship program and the need for students to apply through Workplace Alaska?

The Division of Personnel & Labor Relations has been advertising the internship program in Juneau, Anchorage, and Fairbanks newspapers. Additionally, notification letters and emails have been sent out to educational institutions notifying them of our internship program. Additional advertising and announcements will be forthcoming.

Conclusion of Internship

What documentation needs to be completed prior to separating my student?

Internship Program Evaluation and any applicable separating documentation (i.e., PARF, Letter of Resignation, Timesheet, and Employee Clearance Form). You may contact your HR Service Center for more specific information on the required documentation required to separate your student.

Ongoing Internship

Do I have to recruit for my internship through Workplace Alaska when the former student would like to return?

The Division of Personnel & Labor Relations (DOPLR) will authorize reappointment of students in ongoing internships without recruitment through Workplace Alaska when:

- The internship is the same PCN from which the student has separated in good standing; and
- The student has separated to attend an academic program; and
- The PCN has remained vacant during the interim.

Does my student need to complete new employee orientation documents each semester?

It depends. If the student separated from the system to continue their academic program, the student will need to complete orientation documentation. If there is no break in service, changes to their academic study, or level of internship, there is no need to complete new employee orientation documentation.

Will my internship position created prior to 8/1/2008 be converted to the new flexibly staff internship position?

No. You will need to create a new internship through the Online Position Description (OPD) system.

I have a filled internship position and would like to transfer my existing student into the newly created flexibly staff internship position. Can I do this without recruiting through Workplace Alaska?

Yes. You may laterally move your current student into the newly created internship position without recruiting through Workplace Alaska. You must however obtain approval from recruitment staff in your HR Service Center.

Once my position is created under the flexibly staffed requirements, what do I need to do to advance my student to the next level?

When the student has successfully completed the relevant training plan, contact your HR Service Center and provide the necessary documentation required to reallocate the student and position to the next job class. Documentation may include, but is not limited to a copy of the complete training plan and evaluation criteria, performance evaluation and internship reallocation form.