

Internships

Internships are temporary training positions that are typically offered to current students and recent graduates before they enter the full-time workforce. Internships can be structured in a number of different ways to meet agency needs and can range from being just a few hours a week during the school year, to a temporary full-time position during the summer months. Depending on agency priorities and the nature of the work, internships can be aimed at students at the high school or university levels. They can also be offered to graduate students, law students, GED students and recent graduates. Additionally, mid-career internships, or “returnships” empower experienced professionals to shift career direction and goals.

A strong internship program will create a pipeline of future full-time employees into your agency. Agencies can strategically offer internships in particular fields and roles in order to build interest in high demand areas and difficult to fill positions.

Step	Action
1	Contact SPO Internship Program Manager, Michael Santillanes at: Michael.Santillanes@state.nm.us who will assist in the process of creating the internship, connecting with local schools and advertising the position on NM DWS <i>Internship Portal</i> (https://www.dws.state.nm.us/internships).
2	Do you have an existing internship position and vacancy? If “yes,” continue to step 3. If “no,” contact a SPO hiring consultant to request a temporary position at: workforce.planning@state.nm.us
3	Request to advertise the position by completing the Job Order Form
4	An HR Recruitment Professional will email you once your position is advertised and will forward your eligible list once your advertisement closes. If you have an on-going/continuous advertisement you can expect multiple lists.
5	Conduct interviews with top candidates.
6	Hire selected applicant.