



FY23-24 SoNM Summer Internship Information Session

Introduction to Internships

New Mexico State Government Internships are temporary training positions that are offered as a way for students to gain work experience before entering the full-time workforce. Internships can be structured in a number of different ways to meet agency needs and can range from just a few hours a week during the school year to a temporary full-time position during school vacations or summer break. Depending on Agency priorities and the nature of the work, interns can be high school/GED, college, graduate school, and law school students as well as recent graduates at any of these levels.

Students can be brought back for multiple internships year after year as they progress in their education from high school to undergraduate and through graduate school. This 3-tiered approach allows interns to progress in classifications and gives them the ability to build work experience towards meeting minimum qualifications for permanent positions within State Government.

To make the summer internship program a success, agencies will need to begin preparing now, starting with making decisions about what internships you would like to offer, filling out the Position Action Request Form for Intern Creates, and getting the positions approved, created, and advertised for intern applicants.



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Below is a summary of the internship request process and intern recruitment timeline:

Phase 1- Call for agency participation/interest:

- **Attend the FY23-24 SoNM Summer Internship Information Session:**
The training will occur on Tuesday, October 25 at 1:30 pm. This training info session will cover the following topics:
 - Intern request and create process
 - Intern recruitment timeline
 - Benefits of internship program for SoNM
 - Intern stories
 - Overview of mentor support and resources



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FY23-24 SoNM Intern Recruitment Timeline



November 15 Submit intern request form to SPO-
Workforce Planning: workforce.planning@spo.nm.gov

November 30 Agency final approval to SPO



December 15

SPO & DFA approval for intern positions



January 15

SPO will create, post, and advertise intern positions



March 15

Applications due. Agency HR will screen intern applicants and provide applicant list to mentors. Interviews will be conducted, and selections will be made by end of March.



April 4 through April 14

Offers will be made to intern candidates