



New Mexico State Personnel Board State Personnel Office

Summer 2022 Internship Program Quick Start Guide

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.

Internships offer Agencies an effective recruitment tool, a chance to get to know and develop future employees, access to next-generation feedback, and are a great way to give back to the community. Internships offer interns valuable work experience and the opportunity to be mentored by industry professionals and to develop work-related skills. Additionally, internships allow interns to engage in career exploration, career planning, networking, and are a great way to build professional connections and references. Internships are a great stepping-stone on the path to future professional achievement and success.

Below is a summary of how the internship program works:

Phase 1- Call for agency participation/interest:

- SPO has prepared language that Human Resource (HR) Managers can distribute across their agencies, see Appendix A.

Phase 2 - Preparing for the Internship

- **Attend the Summer Internship Training:** The training will occur on Wednesday, March 23 at 1:30 p.m. This training will help ensure agencies structure a high-impact internship experience. The training will cover the following topics:
 - How to be an effective and strong mentor
 - Hiring an intern – the HR business processes
 - Conducting a meaningful intern interview
 - Onboarding your intern(s)
 - Effective strategies for providing an intern with positive feedback
- **Create position(s):** Ask the hiring manager (Intern Mentor) to complete the Online Internship Planning Form which can be found at <https://www.surveymonkey.com/r/SONMintern2022>
 - This form will serve as the PARF for the purposes of creating the intern position(s).
 - A form must be submitted for each intern position the agency intends to fill.
 - No mentor should be assigned to more than 3 interns at any one time.
 - Mentor must identify which intern level(s) they wish to hire:
 - High School Intern, Job Code: SGHI87 (Pay Band 35)
 - College Undergraduate Intern, Job Code: SGCI17 (Pay Band 55)

- Graduate School Intern, Job Code: SGGI20 (Pay Band 60)
- **The deadline for submitting the Online Internship Planning Form(s) is Thursday, March 31, 2022.**
- **Obtain Budget Projections:** Beginning Friday, April 1, SPO will send the HR Manager a list of all positions submitted for their agency.
 - HR Manager will route the list for budget projections and agency approval.
 - HR Manager will return approved positions and budget projections to the Workforce Planning Division via email to: workforce.planning@state.nm.us

Phase 3- Recruitment

The next step is to request to advertise the position as outlined here:

- Following approval for position creates, HR departments shall follow the agency’s normal business process to advertise the job.
- Agency HR departments will notify the Intern Mentor that their intern position has been posted.
- The SPO Internship Coordinator will coordinate with DoIT to designate the internship as a “hot job.” A “hot job” ensures the job posting will show at the top of the job posting list.
- SPO Marketing Coordinator will utilize data from the Internship Planning Form to promote and advertise internship opportunities.
- Intern Mentors are responsible for conducting interviews.
- Once you are ready to make an employment offer, your HR Department will assist you with completing the final paperwork.

Phase 4- Onboarding your Intern

- Summer Internship Training participants will be equipped with onboarding strategies and best practices.
- The intern will be required to attend the Summer 2022 Statewide Onboarding (see schedule below).
- Throughout the course of the summer, the SPO intern will coordinate activities aimed at developing a statewide intern network.

Summer 2022 Internship Program Schedule

Activity	Overview	Timeline
Training	Agencies participate in a virtual training on process and mentorship responsibilities.	March 23, 2022
Agency Submit Interest	Call for interest, process position creates.	Begins March 21, 2022 - Deadline March 31, 2022
Intern Recruitment	Agencies create and post temporary intern position(s).	April 2022
Selection/Hiring	Agencies conduct interviews and extend offers.	April/May 2022
Statewide Onboarding	SPO-sponsored virtual onboarding for all interns and pre-program survey administration.	Early June 2022
Mid-summer Check-in	SPO-sponsored virtual check-in with interns and networking opportunity.	July 2022
Program Summit	SPO issues certificates of completion and provides overview of survey data.	August 2022

Appendix A
Agency Call for Interest

*****Please Copy and paste the following to share with your agency internally*****

Subject: Summer Internship Program -- Call for Summer Intern Mentors



Is your bureau, department or program interested in hiring a summer intern?

The State Personnel Office Summer Internship Program offers high school and college students across the state the opportunity to get an inside view of the State of New Mexico as a rewarding career path and to gain valuable work experience.

Benefits to Your Department

- Gain the service of talented individuals without the long-term hiring commitment
- Identify talent for future employment opportunities
- Expose future professionals to your industry and the unique aspects of public service careers

How to Plan, Create and Post an Internship Position

- Attend the SPO Summer Internship Training, March 23 at 1:30 p.m.
- Complete the Online Internship Planning Form which can be found at <https://www.surveymonkey.com/r/SONMintern2022>
- Obtain budget projections and agency approval
- Create and post your position
- Onboard your intern

Questions, contact your HR manager.