



State of New Mexico 2022 Summer Internship Program Training

Presented by the State Personnel Office



Goals

1. Call out for interest, plan for, create, and recruit internship positions
2. Interview and select interns
3. Onboard interns
4. Structure high-impact internship experiences at the State of New Mexico (SoNM)
5. Partner with your intern to develop capstone project



POLL QUESTION

Which of these statements is true for you right now?

I have no interest in mentoring an intern.

I have some interest in mentoring an intern, but I have questions.

I'm almost sure I want to mentor an intern.





Call-out for Internship/Mentor Interest



Internship benefits for agency



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Internship benefits for agency

Demonstrates investment in New Mexico students



Internship benefits for agency

Demonstrates investment in New Mexico students

Develops a talent pipeline for recruitment



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Develops a talent pipeline for recruitment

Promotes state government employment



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Gain future professionals' perspective and feedback



Internship benefits for agency

Demonstrates investment in New Mexico students

Develops a talent pipeline for recruitment

Promotes state government employment

Gain future professionals' perspective and feedback

Provides growth and professional development opportunity for State of New Mexico (SoNM) employees



Impact of an Internship for intern



Impact of an Internship for intern

Students who completed at least one internship received a job offer more quickly and had a higher first position salary than those who did not.

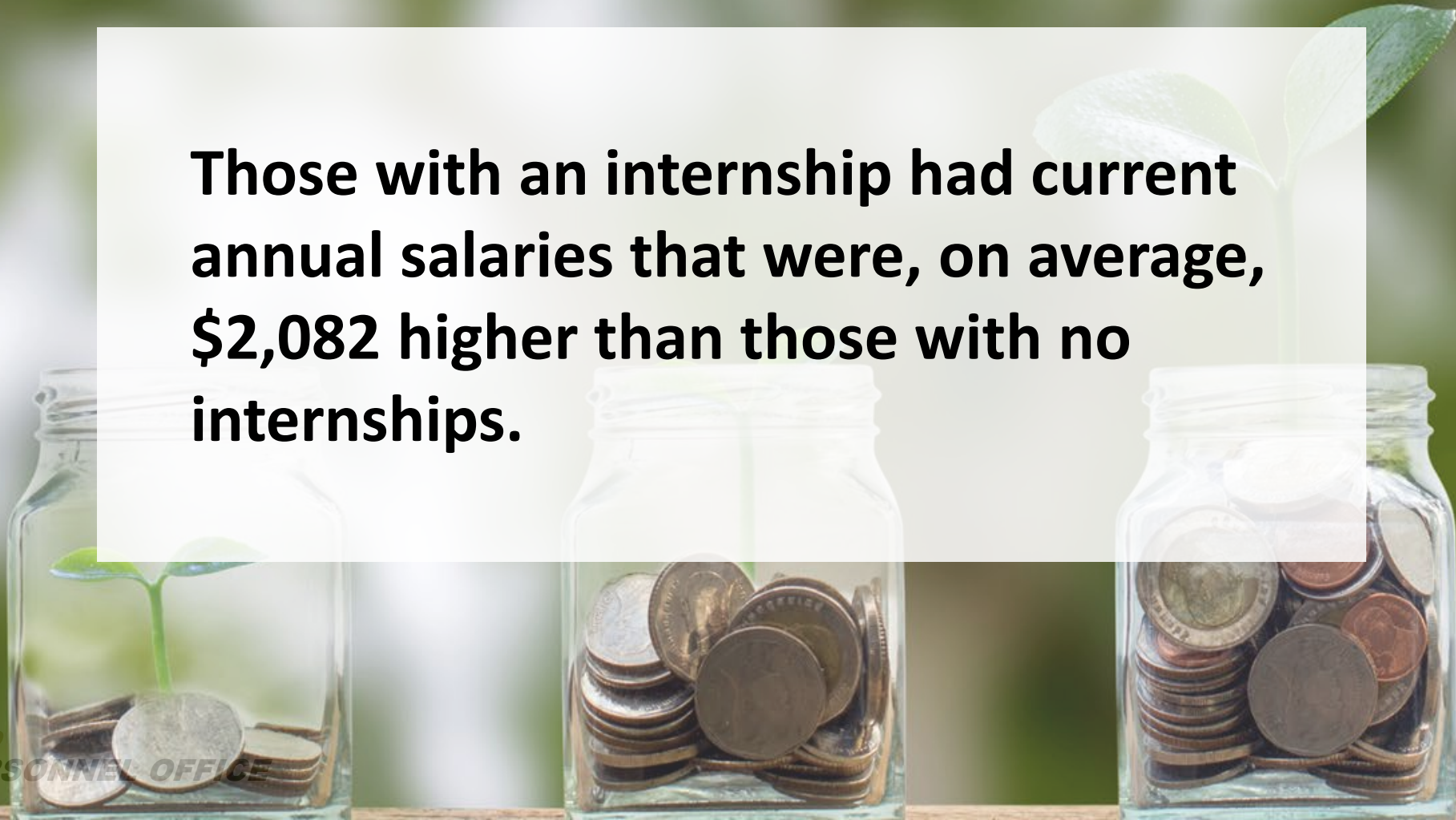


Impact of an Internship for intern



Impact of an Internship for intern

Those with an internship had current annual salaries that were, on average, \$2,082 higher than those with no internships.



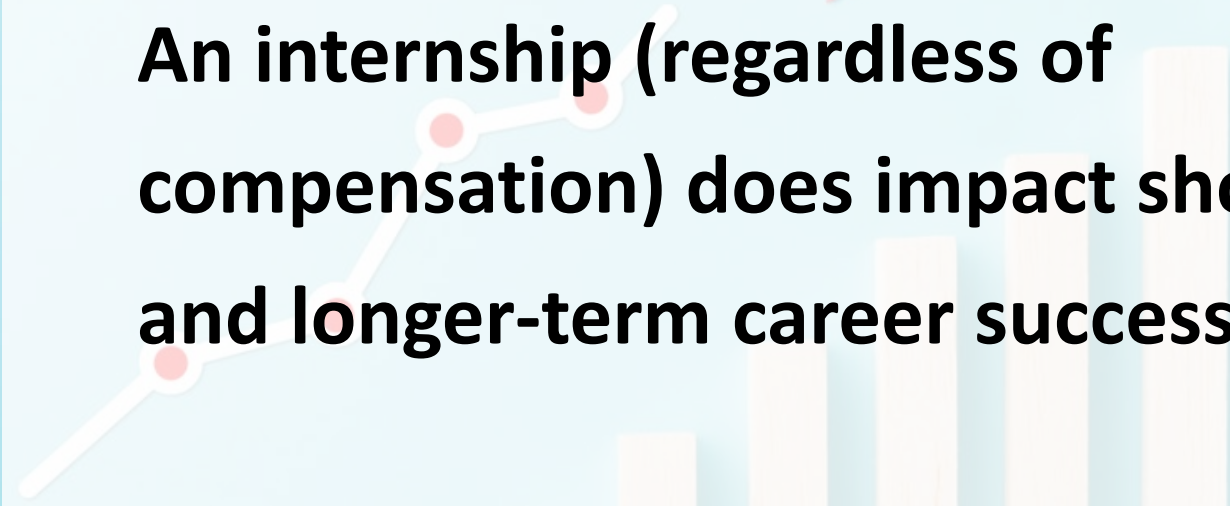
Impact of an Internship for intern



Impact of an Internship for intern



An internship (regardless of compensation) does impact short-term and longer-term career success.



Prepare for Internship and Intern Recruitment





Thinking of hosting an intern? First Steps





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- 1** Get approval from your Agency Leadership.
(Interns will hold Temporary Positions.)



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- 2** Identify Intern classification descriptor and funding source.



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(Interns will hold Temporary Positions.)
- 2** Identify Intern classification descriptor and funding source.
- 3** Complete the online Internship Planning Form.





Online Internship Planning Form





Mentor Information

Mentor Information

Agency

Department ID and Name

Position Location

Name of Mentor

Name

Email Address

Phone Number





Internship Information



Internship Planning Form

Internship Information

When would this Internship begin?

Internship Start Date:

Date

When would this Internship end?

Internship End Date:

Date

Is Telework an Option

High School Intern
Job code: SGHI87
Pay Band: 35
FLSA Status: Non-Exempt

College Undergraduate Intern
Job code: SGCI17
Pay Band: 55
FLSA Status: Non-Exempt

Graduate School Intern
Job code: SGGI20
Pay Band: 60
FLSA Status: Non-Exempt





Purpose of Internship & Ideal Internship Candidate

What specific area of interest or education would an ideal internship candidate have for this position?

Is there a preferred major or field of study?

How will an internship with your agency be a unique and exciting experience?

Prev

Next





Core Skills & Competencies

Internship Planning Form

Core Skills and Specific Internship Project Objectives

1. Identify three to four competencies that the internship project will entail and list them in the first column.
2. Develop measurable objectives (multiple per competency if desired) for each competency.

Objective 1

Core Skills to be Developed/Exercised

Internship Project Objectives

Estimated Completion Date





The deadline to submit the Online Internship Planning Form(s) is Thursday, March 31, 2022.





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HR Manager will return approved positions and budget projections to the Workforce Planning Division via email to: workforce.planning@state.nm.us



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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

SPO will notify agency of Internship approvals.





State of New Mexico Job Order Form

Instructions: Complete form, scan and send to your Human Resources Department.

Date of Request

Agency Name (Example: State Personnel Office)

Department or Program Area (Example: Administrative Services Division)

Position Number(s)

****Attach resignation letter with this form**

Please indicate when you will be conducting interviews. (Not required for continuous advertisements).

of days to advertise

Minimum days to advertise are 5.

Internship position has posted



Internship position has posted

HR will follow the agency's normal business process to advertise the position



Internship position has posted

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Agency HR will notify the Intern Mentor that the intern position has been posted



Internship position has posted

HR will follow the agency's normal business process to advertise the position

Agency HR will notify the Intern Mentor that the intern position has been posted

The Internship Position will be designated as a **“hot job”**



Interviewing and Selecting Interns







It is possible the Internship candidate has no prior interview experience or the interview may be a first formal interview.





General Internship Interview Question (Get to know the Candidate)





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Can you share with us what interests you about an internship opportunity?





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What skills would you like to gain or build upon during this internship?





General Internship Interview Question (Get to know the Candidate)

Can you share with us what interests you about an internship opportunity?

What skills would you like to gain or build upon during this internship?

What would make this internship experience successful for you?





Agency Specific Questions





Agency Specific Questions

What do you know about our agency?





Agency Specific Questions

What do you know about our agency?

What interests you about our agency?





Agency Specific Questions

What do you know about our agency?

What interests you about our agency?

Can you share with us what interests you about this internship opportunity with our agency?





Academic and Research Questions





Academic and Research Questions

Tell us about your coursework or campus work experience; in what way is it relevant to this internship position?



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Tell us about your coursework or campus work experience; in what way is it relevant to this internship position?

Tell us about a time when you had coordinated and managed a project. What was the task you needed to complete? What actions did you take? Was the project completed and what was the result?



Academic and Research Questions

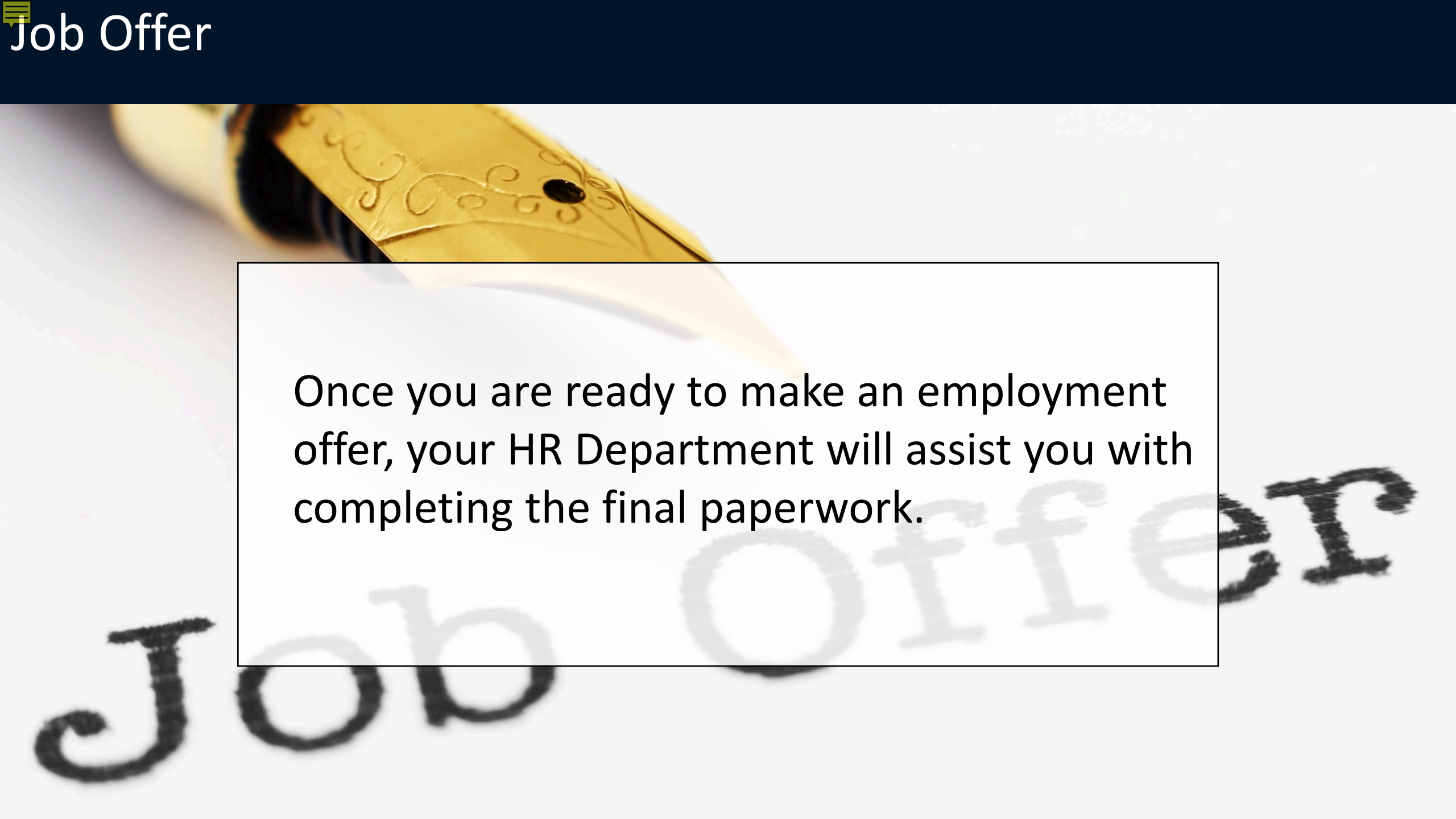
Tell us about your coursework or campus work experience; in what way is it relevant to this internship position?

Tell us about a time when you had coordinated and managed a project. What was the task you needed to complete? What actions did you take? Was the project completed and what was the result?

Tell us about one of your proudest academic achievements. Why was it meaningful to you?







Once you are ready to make an employment offer, your HR Department will assist you with completing the final paperwork.

Onboarding your Intern





Intern Onboarding Checklist: Before First Day of Work





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Send an introductory email to your intern with “first day” details.





Intern Onboarding Checklist: Before First Day of Work

Send an introductory email to your intern with “first day” details.

Send General Info about your agency, policy and regulations.



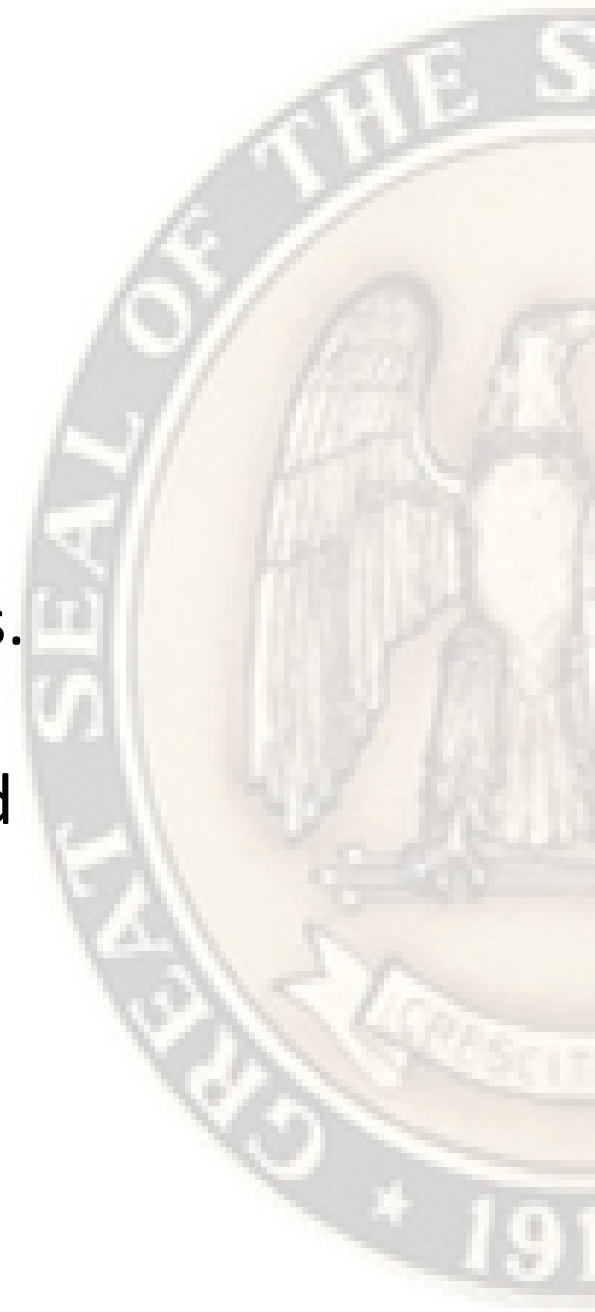


Intern Onboarding Checklist: Before First Day of Work

Send an introductory email to your intern with “first day” details.

Send General Info about your agency, policy and regulations.

Set up designated workspace, email, and resources required to perform job duties.





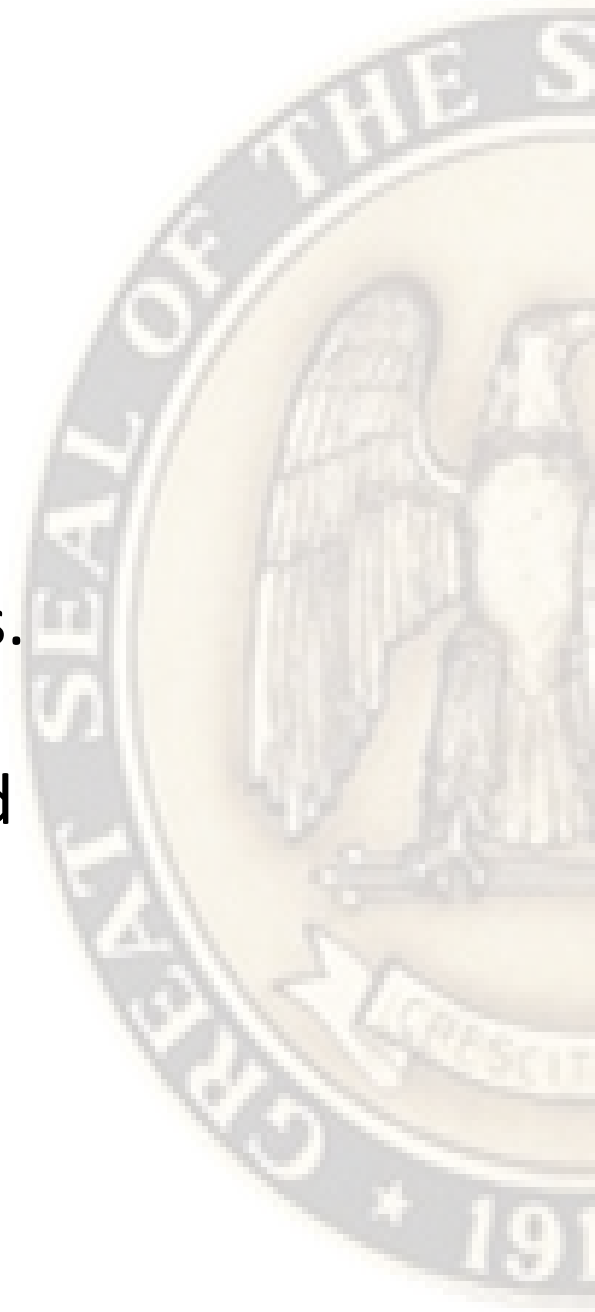
Intern Onboarding Checklist: Before First Day of Work

Send an introductory email to your intern with “first day” details.

Send General Info about your agency, policy and regulations.

Set up designated workspace, email, and resources required to perform job duties.

Send an email to the department team announcing onboarding of the new intern.





Intern Onboarding Checklist





Intern Onboarding Checklist

As the Mentor, make sure you personally welcome your intern on their first day.





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As the Mentor, make sure you personally welcome your intern on their first day.

Take the time to review policies, procedures and guideline with your intern.





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As the Mentor, make sure you personally welcome your intern on their first day.

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Set up a staff meeting to introduce your intern to your department's team members.





Intern Onboarding Checklist

As the Mentor, make sure you personally welcome your intern on their first day.

Take the time to review policies, procedures and guideline with your intern.

Set up a staff meeting to introduce your intern to your department's team members.

Provide your intern with a staff contact list that contains the staff's names, titles and contact information.





Structure High-impact Internship Experiences







Internships:





Internships:

- are a form of **experiential learning**



A background image showing a diverse group of people in a meeting. A woman with long dark hair is standing and pointing at a document on a table. Several other people are seated around the table, looking at the document. The setting appears to be a modern office or meeting room with large windows in the background.

Internships:

- are a form of **experiential learning**
- integrate knowledge and theory with **practical application** and **skills development**



A blurred background image showing a diverse group of people sitting around a table in a meeting or collaborative work environment. The text is overlaid on a semi-transparent white box.

Internships:

- are a form of **experiential learning**
- integrate knowledge and theory with **practical application** and **skills development**
- let students **gain valuable applied experience** and **make connections** in professional fields



Internships:

- are a form of **experiential learning**
- integrate knowledge and theory with **practical application** and **skills development**
- let students **gain valuable applied experience** and **make connections** in professional fields
- let employers **guide and evaluate talent**



Engagement





Co-create learning goals





Co-create learning goals

Develop and work on a project that is important to the agency





Co-create learning goals

Develop and work on a project that is important to the agency

Produce sample work that can be shared with future employers



Co-create learning goals

Develop and work on a project that is important to the agency

Produce sample work that can be shared with future employers

Contribute to decision making





Co-create learning goals

Develop and work on a project that is important to the agency

Produce sample work that can be shared with future employers

Contribute to decision making

Learn and make mistakes





Writing goals

S

M

A

R

T



Writing goals

- S PECIAL
- M EASURABLE
- A TTAINABLE
- R EALISTIC
- T IMELY



Feedback



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Informal check-in meeting





Informal check-in meeting

Weekly meetings





Informal check-in meeting

Weekly meetings

Consistent and constructive touch-bases



Informal check-in meeting

Weekly meetings

Consistent and constructive touch-bases

From team members, and peers

Feedback



Informal check-in meeting

Weekly meetings

Consistent and constructive touch-bases

From team members, and peers

Formal feedback on performance





Framework for Positive Feedback

Framework for Positive Feedback



Situation

Framework for Positive Feedback



Situation



Behavior

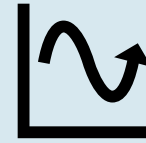
Framework for Positive Feedback



Situation



Behavior



Impact

Reflection



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Progress toward learning goals



Reflection



Progress toward learning goals

Accomplished goals



Reflection



Progress toward learning goals

Accomplished goals

Areas for growth development



Reflection



Progress toward learning goals

Accomplished goals

Areas for growth development

Work values



Reflection



Progress toward learning goals

Accomplished goals

Areas for growth development

Work values

Career development goals



In order to be a mentor, and an effective one, one must care. You must care. You don't have to know how many square miles are in Idaho, you don't need to know what is the chemical makeup of chemistry, or of blood or water. Know what you know and care about the person, care about what you know and care about the person you're sharing with.

Maya Angelou





Partner with your Intern to Develop Capstone Project



2022 Summer Internship Summit (Capstone Activity)



2022 Summer Internship Summit (Capstone Activity)

Presentation



2022 Summer Internship Summit (Capstone Activity)

Presentation

Written Summary



2022 Summer Internship Summit (Capstone Activity)

Presentation

Written Summary

PowerPoint Presentation





Forms to Be Completed to Close the Internship Experience

Intern Performance Evaluation Form - Completed by the Mentor

Intern Satisfaction Survey - Completed by the Intern



POLL QUESTION

Which of these statements is true after having gone through this presentation?

I have no interest in mentoring an intern.

I have some interest in mentoring an intern.

I want to mentor an intern.



New Mexico State Personnel Office Training and Development Bureau

Personnel.Training@state.nm.us

www.spo.state.nm/training

