

SUBJECT: Intern Hiring

PURPOSE: Woodhaven periodically employs interns for specified periods of time. The purpose of this policy is to outline responsibilities and to ensure interns have a productive stay with the company.

Hiring managers who plan to add interns for specific assignments must complete a company requisition form. The following must be included on the requisition form:

- Hours of work.
- Duration of the expected work.
- Proposed rate of pay for the intern.
- Job description or out of responsibilities

Requisitions for these positions will be routed to human resources (HR) after department head approval has been obtained.

The HR department, on receipt of the requisition form, will notify all involved departments, which will coordinate workstation, office access and other office related access as needed prior to the intern's start date.

Any intern who will be working directly with the individuals supported will be required to complete confidentiality, hipaa and abuse and neglect training. Criminal background checks and drug tests will also be required prior to the first day of work.

Company orientation

An intern will be provided with an orientation program that will highlight key aspects of the position the intern will be engaged in as well as all company policies with which he or she will be expected to conform during the specific term of employment. This orientation will exclude any discussion of programs and policies, including many of the benefits plans, which do not apply to specific-term employees.

Department orientation

Each intern will be provided with an in-depth review of department functions and activities and the interaction of these activities with the work the intern will be performing. The department review will be conducted by the department manager and team leads during the first week of employment.

Progress report

Due to the short-term assignment of student workers, and in accordance with school/university reporting requirements for students, the department manager will be responsible for providing a narrative report of the student worker's assignments and progress at the close of each month the student is engaged. A copy of the monthly progress report will be forwarded to the HR department for record-keeping and reporting purposes.

Final report and out-processing

PROCEDURE NO. 4-10-58

ISSUED: 05-01-24

REVISED: N/A

REVIEWED: 12-27-24

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In the week in which an intern’s assignment ends, the department manager will provide a final progress report in addition to any report required by the educational institution the student attends. The HR department will schedule an out-processing interview to be conducted on the day preceding the student worker’s last day of work.

Approved: _____

Director of Human Resources

Date