



# AGILE WORK DELIVERY MODEL IMPLEMENTATION GUIDE: Interns

## **When to Implement:**

- The work involves low financial or legal organizational risk.
- The work is project-based or seasonal.
- The work is not budgeted for or limited funding is available.

## **Criteria for Taking on an Intern:**

- The intern can be working on a specific project for the duration of the internship.
- The internship should provide a meaningful learning experience for the intern.
- The intern does not replace regular employees/existing staff, but works under close supervision of supervising staff.

## **Compensation:**

- Paid Interns:
  - Compensation varies upon complexity of assignment
  - Salary based on hourly rate; not to exceed 40 hrs./week
- Unpaid interns :
  - No compensation, but may receive other incentives such as County training/workshops, award recognition programs, and luncheons/ceremonies.
  - Intern can receive academic credit.

## **Advantages:**

- Engages citizens who are interested in public service by allowing them to explore the many different opportunities available in the County.
- Increases opportunities to learn new skills and become more marketable, especially for individuals who are just entering or re-entering the workforce.

## **How to Implement:**

The County has three different countywide internship programs: the Regional Internship Program, Jobs for Youth, and the Supported Training and Employment Program (STEP).

The Human Resources Department created a County internship hiring page, located on the Intranet, for individuals who are interested in hiring interns. The page provides a comparison of all three Countywide internship programs and step-by-step descriptions of the hiring processes for each program.

If you are interested in hiring an intern, please click the link below:

<http://intranet.co.sanmateo.ca.us/blog/countywide-internship-programs/>

## **About the Intern Work Delivery Model**

County departments can utilize paid and unpaid interns to work on special projects under the supervision of regular staff. This work delivery model is ideal for attracting students, recent college graduates, and other citizens who are interested in pursuing a career in public service. Taking on interns may also be an effective way to source talent and train potential future County employees.

### *Example:*

- Health System interns who may assist in plan analysis and development for emergency preparedness