



City of Brentwood

Internship Guidelines

Purpose

The City of Brentwood Internship Program is a focused learning experience that is structured for the benefit of the Intern. Interns will have the opportunity to gain valuable on the job training and experience related to their field while pursuing their education. This program is designed to enhance our ability to accomplish the City's strategic goals, recruit and retain top talent, and build strong relations within the community. Interns will gain knowledge of public sector careers through this program and expand their network of professional connections, which will provide feedback, guidance, and mentoring opportunities.

Eligibility

The City of Brentwood Internship Program is a public service leadership and development program that provides emerging leaders with an opportunity to gain valuable skills while supporting the work of the City. Internships can be seasonal or year round and may work full-time or part-time schedules but may not exceed 1,000 hours in a fiscal year. Interns are at-will, unrepresented employees.

Candidates for internships are individuals currently enrolled in high school, pursuing undergraduate or graduate degree programs in various fields, or they have recently graduated. Candidates will be considered based on the applicability of their education and experience to the internships that are available.

Requesting an Intern

The Human Resources (HR) Department will coordinate with the applicable department on what their Intern will accomplish during the internship. Prior to initiating the application process, departments must decide on the following items:

1. Determine the duties/project(s)/assignment(s) that the intern will be responsible to complete. Clerical/non-professional tasks should be limited to 20% or less of the intern's total responsibilities.
2. Determine the duration for the internship, hours of work, required experience or certifications. Rate of pay will follow the lower, mid, and upper guidelines based on required experience.

Pay Categories	Required Experience	Proposed Pay Range
Lower	High school Interns or no experience required	\$15.50 - \$20.00
Mid	College Interns or positions requiring 1 – 3 years of experience	\$20.00 - \$22.00
Upper	Post Bachelor Interns or positions requiring multiple years of experience or advanced certifications	\$20.00 - \$25.00

3. Establish the work-related selection criteria to use when selecting an intern.
4. Determine how the intern will be trained/oriented by the department during the first few days.



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5. Decide who will supervise the intern and what the supervision will entail. Important considerations before determining a supervisor: Is the supervisor committed to and capable of developing people? Do they have the professional content expertise to effectively coach and/or mentor? Do they have the time to work effectively with an intern?

Selection Process

Departments that would like to hire an Intern will need to contact Human Resources to start the recruitment and selection process. HR will provide a request form to the hiring department and meet with the manager to go over the program, expectations, and requirements.

In coordination with Liberty Union High School District, other local schools, or other programs, HR will provide a list of qualified candidates to the Department. The hiring department will be able to interview candidates from the list of candidates and inform HR who they would like to offer the internship. HR will perform any required pre-employment exams, and once the candidate clears background, will coordinate a start date.

Orientation

On their first day, Interns will complete orientation with the HR Department that will highlight key aspects of the position as well as all city policies they will be expected to follow while employed with the City. Each intern will receive an in-depth review of department functions and activities conducted by the department manager and team leads during the first week of employment.

Ongoing activities, meetings, and events should be planned, with the coordination of the hiring department and HR, to familiarize Interns with public agencies and exposure to networking opportunities during their internship. Such events may include lunch or socials; department, city-wide, or council meetings; or specialized fairs or mixers.

Evaluation

Interns matter. Prioritize them and provide regular feedback and exposure to local government operations. Managers should engage Interns in meetings, inquire about what they would like to learn, hold them accountable for their work, and if interns are not asking for certain experiences, ask for them. An internship should be similar to a mentoring relationship.

Supervisors are responsible for keeping Interns engaged by assigning a sufficient amount of tasks in a variety of assignments. Supervisors should include Interns in meetings, whenever possible, and provide information regarding possible career paths. Job objectives and assignments should be clear. Formal and informal feedback should be continuous and specific. Supervisors should identify developmental opportunities to strengthen and enhance the Intern's skills and performance to leverage their strengths and develop in areas that need improvement. They will receive a performance evaluation through the NeoGov Perform system.

At the end of the internship, Interns will present to either the City Council or Executive team of what they learned and accomplished. HR will also conduct an exit interview with the Intern. The exit interview will review the performance of the supervisor, the performance of any mentors/coaches, the overall value of the internship program, and adjustments that can be made to increase the value of the intern experience.