

## Frequently Asked Questions about the Summer 2012 GCIP Internship Program

**1. Our county has never hired an intern before, what do we need to do to prepare?**

Please see the County Supervisor's Guide for information on everything from interview questions to exit evaluations. ACCG staff is also available to answer questions.

**2. Where can I get a County Supervisor's Guide?**

It is also available on the GCIP website, [www.georgiacountyinternships.org](http://www.georgiacountyinternships.org).

**3. Who should be the contact person for my county in regards to the GCIP?**

There should only be one contact person per county and it is up to the county to determine who this person should be.

**4. I submitted my application for a job posting, where is my intern?**

Although ACCG serves as a facilitator for the GCIP, we do not actually hire the interns for your county. Once a position is posted and advertised through our website, the interns apply directly to the county. You will be responsible for both interviewing and hiring interns. For interview questions and tips, please see the County Supervisor's Guide.

**5. What steps do I need to take once I hire an intern?**

Provide an offer letter with details of the internship along with the start and end dates. Adequate workspace should be also prepared for the intern. Any ID cards, email accounts, phone and email passwords and parking passes that are required should be processed along with a copy of the county's personnel guide, if applicable.

**6. When should I let ACCG know that my county has hired an intern?**

You should let ACCG know **as soon as possible**. Further, we like to follow up with the interns and some may be photographed or videoed to help promote our program. If we don't know you have hired them, your county may miss out on opportunities to have them participate.

**7. Is there any paperwork involved with the GCIP summer internship program?**

Yes. The county must submit the **Intern Information Form**, **Intern Consent Form** and **Intern Evaluation Form** to ACCG. The **Consent** and **Information Forms** should be submitted at the beginning of the internship and the **Evaluation Form** should be submitted at the end of the internship.

**8. Do we have to cover the intern under our county's workers compensation plan?**

Yes. You are required to cover the intern, even if they are unpaid.

**9. Does my intern currently have to be in school to qualify?**

Qualified students can be college freshman, sophomores, juniors, seniors, graduate students, or a recent college graduate, preferably one who will be starting graduate school within the next calendar year.

**10. Can we hire technical school students?**

Yes. As long as they have the skill set that you need for the job, they qualify.

**11. Can I hire a senior who has graduated from high school and will be attending college in the fall?**

No. They must already be in college.

**12. How many interns can my county hire?**

You can hire as many interns as you need for as many departments as you have need. You can have two, four, or six interns as long as you have substantive projects and adequate supervision. This means if you have a posting for one intern for your HR department but you decide that the project you had in mind is too much work for one person, you can get authorization from ACCG to hire another. However, it does not mean that you can hire 13

interns on the basis of one job posting. You can also hire interns for other departments, which may include multiple interns for multiple departments as long as there are substantive projects and the county gets the approval from ACCG. **All positions must be advertised through the GCIP website and be approved by ACCG.**

**13. Can I hire an intern for summer and fall?**

Yes. Just submit the form to ACCG, check the appropriate box and follow the application process.

**14. Can my county work directly with the college/technical school in my county to hire interns?**

Yes. However, you must post the position with GCIP for it to be considered to be a GCIP internship. We post positions on our GCIP website, with universities across the state and work with career directors. However, if a county has a connection with a particular college, this will definitely help increase the number of local students who apply. The benefit of posting the position with GCIP is that we can ensure that you have a much broader range of applicants. Remember, just because a college is in your county does not mean that there aren't students interested in the position from colleges in other counties who are willing to drive to your county or students from out of state schools or schools in other parts of the state who are taking a semester off or are between undergraduate and graduate school.

**15. The sheriff, probate court judge, tax commissioner, circuit public defender's office, regional commission, etc., has contacted my office about hosting an intern through the GCIP. Can they participate?**

Yes. Any government entity that works on county issues can participate. The county will need to decide how to process the interns in the event that one of the above entities wants to participate. If the county decides that the other government entity (sheriff, CPD, RC, etc) needs to deal directly with ACCG, they need to make this decision known to that entity as soon as possible so that they can complete the necessary paperwork.

**16. Do all the interns that we hire have to work for the same number of hours?**

No. For example, you can have 1 intern with 200 hours, 1 with 300 hours and 1 with 160 hours. It is up to the county to determine the number of hours needed for each intern. You can even have the 2 interns hired for the same position with varying hours.

**17. We want to hire an intern for a yearlong position. Can we do that?**

Yes, as long as the intern meets all the GCIP requirements.

**18. My intern quit after working two weeks. What do I need to do?**

Contact ACCG so that we can make the proper changes to our tracking system.

**19. Our department had to lay off our secretary and we really need someone to help take up the slack by doing administrative work for us. Can we have an internship for this purpose?**

No. Interns cannot be hired to strictly do administrative work or to do the work of a particular former position. The internship must be project oriented. Although some administrative work may come with the territory, it cannot be the basis for the internship.

**20. Our commissioner wants to hire an intern to help with a private project. Can we hire him through the GCIP?**

No. Interns are not allowed to work on projects that are not county related, such as campaign work. The purpose of the internship is for the student to learn about county government.

**21. Our county wants to create a funded internship position. Can we do that through the GCIP?**

Yes! Most counties do not have the funding to pay for a position due to the economy, which is why we are focusing on unfunded positions. However, if your county wants to fund the position, you can do so. You will need to make sure that the funding is at or above minimum wage and that the county properly processes the intern as

an employee through the county payroll system. Be sure to coordinate with the HR director if you provide a funded position to make sure you meet all the requirements for hiring personnel for your county.