



MEMORANDUM

TO : ALL DIVISION DIRECTORS, PROGRAM AND DEPARTMENT MANAGERS
THE EXECUTIVE AND LEGISLATIVE BRANCHES

FROM : Bernadette Bernally
Bernadette Bernally, Human Resources Director
Department of Personnel Management

DATE : May 24, 2013

SUBJECT: INTERN PROCEDURES – EMPLOYMENT OF COLLEGE STUDENTS

Attached for your information is a copy of the Intern Procedures. These procedures are to provide guidance to supervisors/managers in the recruitment and hiring of college students for temporary employment.

Programs funded by general funds may utilize their vacant positions to employ college students utilizing the Intern classification. Programs funded by grant/contract funds may also utilize their vacant positions; however, the program must utilize the classified title of the vacant position, the student must meet the minimum qualifications of the position and the position must be in the approved budget. The only exception are those programs who budget a 2320 account to employ college students, those programs can utilize the Intern classification.

The Department of Personnel Management (DPM) staff are available to provide guidance and answer questions regarding these procedures. Please contact your assigned DPM Human Resources Analyst to inform him/her of any vacant positions you will be utilizing to employ college students. Attached for your information is a copy of the PAF Submission Schedule. Your cooperation is appreciated. Thank you.

Attachments

DISTRIBUTION



**PROCEDURES
EXECUTIVE AND LEGISLATIVE BRANCHES
DEPARTMENT OF PERSONNEL MANAGEMENT**

SECTION:	EMPLOYMENT STATUS: TEMPORARY	NO: 01-VI-001
SUBJECT:	INTERN PROCEDURES	RELEASE DATE: 12/08/97
CROSS REFERENCE:	PPM Section IV.C,D.3,E,I,K.1; V.A.5	REVISION DATE: 5/21/13

PURPOSE

To provide guidance to supervisors on the recruitment and selection of eligible full-time college students for temporary employment during the spring, summer and winter breaks utilizing available vacant positions.

NOTE: If a student is hired other than during the aforementioned breaks, they must be hired utilizing the classified position title of the vacant position through the regular recruitment and selection process. The Intern classification shall not be utilized in these situations.

APPLICABILITY

These procedures apply to full-time college students.

DEFINITIONS

College Student: Any undergraduate/graduate student attending a college, university, vocational or technical institution.

Full-Time: A minimum of twelve credit hours for undergraduates. A minimum of nine credit hours for graduate students.

PROCEDURES:

- A. All Navajo Nation laws and policies applicable to the recruitment and selection of temporary employees shall also apply to the recruitment and hiring of interns, including but not limited to, the hiring of non-Navajos.

- B. To be eligible for the Intern employment, students must submit the following documents:
1. A Navajo Nation Application for Employment.
 2. If the applicant is a current and continuing student, written verification from the educational institution documenting:
 - a. Current full time status; and
 - b. Continuing full time status.
 3. If the applicant is a first year student or is a returning student after an extended period, a Letter of Admissions/Acceptance.
 4. Letters of verification issued by an institution must be on an official letterhead.
 5. To support a claim of full time status, one or more of the following documents may also be requested by DPM:
 - a. A copy of the student's class schedule
 - b. A letter approving financial aid
 - c. Transcripts
- C. All required documents must be submitted to DPM prior to employment and students may not begin work until the employment Personnel Action Form (PAF) is approved by DPM.
- D. If a grant or grant funded program has budgeted a 2320 account to employ college students, the Program can utilize the Intern classification.
- E. If a grant or contract funded program hires a college student during the break utilizing a regular status position, the following limitations apply:
1. The use of the position is on a temporary basis.
 2. The position title to be used for the student is the official classified title of the position rather than the Intern classification.
 3. The student must meet the minimum qualification for the position.
 4. The position must be in the approved budget.
- F. Any student found to have falsified information or otherwise misrepresents his/her eligibility for employment, shall be immediately terminated and deemed ineligible for future Intern employment.

FORMS REQUIRED:

Navajo Nation Application for Employment

ATTACHMENTS:

Intern Class Specification



THE NAVAJO NATION

Employment Application

PLEASE PRINT ALL INFORMATION

For DPM Use Only

PERSONAL INFORMATION

SOCIAL SECURITY NUMBER		FIRST NAME	MIDDLE INITIAL	LAST NAME	
OTHER NAMES USED IF APPLICABLE		MAILING ADDRESS	CITY	STATE	ZIP CODE
DRIVER'S LICENSE NUMBER	TYPE	<input type="checkbox"/> CDL	CLASS	STATE	EXPIRATION DATE (MM/DD/YYYY)
		<input type="checkbox"/> OPERATOR			
TELEPHONE NUMBER	MESSAGE NUMBER	E-MAIL ADDRESS			
ARE YOU AN ENROLLED MEMBER OF THE NAVAJO TRIBE?		IF YES, INDICATE CENSUS NUMBER		IF NO, STATE NATIONALITY	DATE OF BIRTH (MM/DD/YYYY)
<input type="checkbox"/> YES <input type="checkbox"/> NO		If not previously submitted, please attach copy of CIB			
ARE YOU A VETERAN?		DO YOU WISH TO CLAIM VETERANS' PREFERENCE?			
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		If Yes, please attach an Application for Veterans' Employment Preference	
ARE YOU CURRENTLY EMPLOYED WITH THE NAVAJO NATION?		<input type="checkbox"/> YES <input type="checkbox"/> NO			

POSITION INFORMATION

REQUISITION NUMBER	POSITION NUMBER	POSITION TITLE
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EDUCATION

NAME AND LOCATION OF SCHOOL	DATES ATTENDED (MM/YY)		GED/DIPLOMA/DEGREE RECEIVED	MAJOR/MINOR
	FROM	TO		
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
TECHNICAL/VOCATIONAL/BUSINESS SCHOOL				

LIST ADDITIONAL JOB RELATED TRAINING - INCLUDE DATES OF TRAINING

LIST JOB RELATED SKILLS:

The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act (NPEA) and the Veterans' Preference

REFERENCES: List three persons who are not related to you and who have definite knowledge of your qualifications for the position you are applying for.
Do not repeat names of supervisors listed under work history.

NAME	ADDRESS	TELEPHONE NUMBER
1.		
2.		
3.		

ADDITIONAL EMPLOYMENT INFORMATION

HAVE YOU EVER BEEN CONVICTED OF A FELONY? * YES NO IF YES, GIVE DATE AND REASON.
ATTACH ADDITIONAL SHEET IF NECESSARY

* A conviction does not automatically disqualify you, however, an incomplete answer will result in an incomplete application

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR INVOLVING MORAL TURPITUDE? * YES NO
IF YES, GIVE DATE AND REASON

* A conviction does not automatically disqualify you, however, an incomplete answer will result in an incomplete application

LIST ANY PHYSICAL CONDITION(S) WHICH MAY CHALLENGE YOUR ABILITY TO PERFORM THE RESPONSIBILITIES OF THE JOB FOR WHICH YOU ARE APPLYING

ARE YOU RELATED TO ANYONE CURRENTLY EMPLOYED WITH THE NAVAJO NATION? YES NO

NAME/ DEPARTMENT: RELATIONSHIP:

NAME/ DEPARTMENT: RELATIONSHIP:

EMPLOYMENT HISTORY (Do not indicate "See Resume". Begin with current or most recent position.)

EMPLOYER'S NAME AND MAILING ADDRESS	DATES EMPLOYED (MM/DD/YYYY)		JOB TITLE
	FROM	TO	
	TELEPHONE NUMBER		REASON FOR LEAVING
	IMMEDIATE SUPERVISOR:		
DESCRIBE DUTIES AND RESPONSIBILITIES			

EMPLOYER'S NAME AND MAILING ADDRESS	DATES EMPLOYED (MM/DD/YYYY)		JOB TITLE
	FROM	TO	
	TELEPHONE NUMBER		REASON FOR LEAVING
	IMMEDIATE SUPERVISOR:		
DESCRIBE DUTIES AND RESPONSIBILITIES			

EMPLOYER'S NAME AND MAILING ADDRESS	DATES EMPLOYED (MM/DD/YYYY)		JOB TITLE
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	TELEPHONE NUMBER		REASON FOR LEAVING
IMMEDIATE SUPERVISOR:			
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	FROM	TO	
	TELEPHONE NUMBER		REASON FOR LEAVING
IMMEDIATE SUPERVISOR:			
DESCRIBE DUTIES AND RESPONSIBILITIES			

EMPLOYER'S NAME AND MAILING ADDRESS	DATES EMPLOYED (MM/DD/YYYY)		JOB TITLE
	FROM	TO	
	TELEPHONE NUMBER		REASON FOR LEAVING
IMMEDIATE SUPERVISOR:			
DESCRIBE DUTIES AND RESPONSIBILITIES			

PRE- EMPLOYMENT STATEMENT - PLEASE READ CAREFULLY AND SIGN THE STATEMENT BELOW

THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. ANY MISREPRESENTATION OR OMISSION OF ANY FACT IN MY APPLICATION, OR ANY OTHER MATERIALS USED IN THE APPLICATION PROCESS, OR INFORMATION OFFERED DURING ANY INTERVIEWS, CAN BE JUSTIFICATION FOR REFUSAL OF EMPLOYMENT, OR IF EMPLOYED, TERMINATION FROM EMPLOYMENT WITH THE NAVAJO NATION. MY SIGNATURE BELOW AUTHORIZES THE NAVAJO NATION TO CONTACT ANY OF MY PRIOR EMPLOYERS FOR REFERENCE PURPOSES.

I UNDERSTAND THAT I MAY BE SUBJECT TO A BACKGROUND CHECK, AND HEREBY AUTHORIZE NAVAJO NATION TO INVESTIGATE MY BACKGROUND TO DETERMINE ANY AND ALL INFORMATION OF CONCERN AS TO MY RECORD, WHETHER SAME IS OF RECORD OR NOT, AND I RELEASE EMPLOYERS AND PERSONS NAMED IN MY APPLICATION FROM ALL LIABILITY FOR ANY DAMAGES ON ACCOUNT OF HIS/HER FURNISHING SAID INFORMATION.

ADDITIONALLY, YOU ARE HEREBY AUTHORIZED TO MAKE ANY INVESTIGATION OF MY PERSONAL HISTORY, EDUCATIONAL BACKGROUND, MILITARY RECORD, MOTOR VEHICLE RECORDS, CRIMINAL RECORDS AND CREDIT HISTORY THROUGH AN INVESTIGATIVE OR CREDIT AGENCY OR BUREAU OF YOUR CHOICE. I AUTHORIZE THE RELEASE OF THIS INFORMATION BY THE APPROPRIATE AGENCIES TO THE INVESTIGATING SERVICE.

SIGNATURE _____

DATE _____

INTERN

DEFINITION: Under immediate supervision, performs work of moderate difficulty with responsibility to assist in various aspects of program operations as a trainee; works under the guidance and direction of professional staff or assigned supervisor; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Receives on-the-job training and work experience, preferably in the student's field of study; receives orientation, information and assignments to familiarize the student with program operations; may be assigned to prepare reports; attends meetings and/or provides technical assistance.

Based on previous experience and education, student may be assigned progressively more difficult and responsible tasks.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of policies and procedures appropriate to assigned function.
Skill in operating office equipment, including computer programs.
Skill in establishing and maintaining effective working relationships.
Skill in preparing clear and concise reports.
Ability to follow oral and written instructions.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed in a typical office environment.

MINIMUM QUALIFICATIONS: Must be enrolled as a full time college student with letter from educational institution verifying current and continuing full time status. If first year student or returning student after an extended period, Letter of Admissions/Acceptance.

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.