Q. What is the process for adding a new internship?

A. Please reference the [Internship Implementation Guide](#) for a detailed outline of the steps to take when creating an internship.

Q. When should internships be posted?

A. The timeframe for posting internships can vary, but the best practice is to post them as early as possible. Major companies often post summer internships in the prior fall. Internships should be posted at least two months in advance of the planned start date to allow plenty of time for the entire hiring process.

Q. How much should I pay my intern(s)?

A. When deciding on pay, consider the field of the internship. IT, accounting, and engineering, for example, may require a much higher salary than a human resources or marketing internship. You will also want to do some research to ensure competitiveness in the market. Additionally, factor in the potential starting salary if the intern were to be hired for a full-time position upon graduation.

Q. Is it possible to offer an unpaid internship?

A. While unpaid internships are possible, they are discouraged. Unpaid internships can affect the potential applicant pool as it may deter highly qualified candidates that cannot afford to work without compensation from applying. Additionally, unpaid internships can perpetuate inequality by favoring candidates who can afford to work without pay. Unpaid interns may be less committed and less likely to take the internship seriously since they are not being paid.

Q. Where should I advertise my internship to create visibility for students to see it?

A. Advertise on college job boards like Handshake or college-specific platforms such as CyHire. Consider collaboration with school counselors or teachers for high school student recruitment. When choosing where to advertise, make sure to take the major or skills you are seeking into consideration so it is in front of the correct student population.

For assistance, please reach out to Executive Branch Recruiting Coordinator [Abbie Olson](#).

Q. How should I handle a potential intern with a connection to my agency that I am interested in hiring?

A. Post the internship for all candidates to apply. This opens the opportunity to a larger pool, and you may discover unexpected candidates. Even if not selected for the current internship, staying in contact with promising candidates for future opportunities is valuable.

Q. How many hours a week can an intern work?

    A.   Interns can work up to 40 hours per week.

Q. Are interns able to work more than 780 hours in a year?

    A.   While Interns are not subject to the 780 requirement under [11 IAC-57.4(8A)], if an intern is going to exceed 780 hours in a fiscal year, agencies are recommended to seek consultation from their DAS-HRE HRC.

Q. How do interns qualify to be on a promotional list?

    A.   For interns to qualify to be on a promotional list, per Iowa Code [11 IAC-57.6(3)], they must successfully complete an internship that was at least 480 hours during the duration of their internship. These hours, whether paid or unpaid, must be tracked in Workday. Please reference the Interns Job Aid for more information regarding reporting hours in Workday.

Q. Do we need to have a PDQ for an intern position?

    A.   No, PDQs are not required for intern positions. They are only necessary for permanent full or part-time positions.

Q. How do I create a new internship position in Workday?

    A.   To create a new internship position, consult your agency's HRA for assistance, or refer to the Interns Job Aid for specific instructions.

Q. Am I able to hire an intern that is not currently in school?

    A.   Internship appointments expire upon the attainment of a degree per Iowa Code [11 IAC-57.6(1)]. Unfortunately, applicants not currently seeking a degree are ineligible. Summer internships may be available for students planning to return to school in the fall, but those receiving degrees in May are ineligible.