

MISSOURI DEPARTMENT OF TRANSPORTATION

**PROCEDURES MANUAL
FOR PERSONNEL POLICIES**



Procedures for Policy Number and Title 0518, "Internship Program"	Effective Date of Procedures July 13, 2016
Approved By Micki Knudsen, Human Resources Director, Signature on File	Supersedes Procedures Dated June 1, 2013

PROCEDURES

1. The Internship Coordinator (IC) can assist in the recruitment and interviewing of interns and can provide hiring recommendations, if so requested.
2. After a conditional job offer has been made, the Human Resources (HR) representative should schedule a pre-employment drug test according to Personnel Policy 2508, "Drug Testing Program." The HR representative will notify the Risk and Benefits Management Division of the scheduled drug test date.
3. Districts/divisions/offices are responsible for informing of the requirements of Risk and Benefits Management's "Safety Footwear Policy" as well as any other relevant safety equipment they may need for their job.
4. All Employment Status Maintenance (ESMT) transactions for interns are to be noted as "student employee" under the "remarks" section to differentiate from other types of temporary hires and the position number should be entered as "INTERN."
5. All ESMTs for summer employment program employees (non-interns) are to be noted as "summer employee" under the "remarks" section to differentiate from other types of temporary hires and the position number should be entered as "SUMMER."

6. Districts/divisions/offices should respond to those individuals applying, but not selected, and encourage them to continue to consider the department for future opportunities.

CROSS REFERENCE:

[Personnel Policy 2508, "Drug Testing Program"](#)
[Risk and Benefits Management Safety Footwear Policy](#)