

U@Work How to Guide

Step by Step Instructions to
request, hire, and release an Intern for your department

Step 1

Familiarize yourself with the U@Work program

Purpose.....objectives.....compensation

http://cnet/docdatabase/documents%2F638/U@Work_brochure_ltr.pdf

Step 2

Review the intern position descriptions for your department

Intern I: High School

[Student Intern I Position Descriptions](#)

Intern II: College

[Student Intern II Position Descriptions](#)

Intern III: Graduate

[Student Intern III Position Descriptions](#)

Step 3

Open a personnel requisition in Lawson

<http://cnet/docdatabase/documents/640/howtocompleteapersreqinlawson.pdf>

Step 4

Review applications forwarded by Workforce Services

Workforce Services screens applications for minimum requirements and forwards to you all those applications meeting requirements when the posting period ends

Step 5

Select candidates to interview or repost position

Schedule interviews with candidate(s) or

Call Workforce Services ext. 3097 to repost position

Step 6

Select final candidate

Complete all applicable hiring forms on C-Net (click link below).

1. IT Employee Work Request – consider if your intern needs access to email/the City's network. Most seasonal/temp employees do not

receive this access; however, if your intern is working on a special project, they may need it.

2. Key and/or Fuel System Request – this is only completed if your intern will be driving a city vehicle or needs access to certain locations.
3. Lawson Security Request Form – make sure to indicate the following:
 - FTE = 1
 - Time Classification = Seasonal
 - P/T Classification = Not applicable
 - Holiday Allotment Schedule = Not applicable
 - Expense Account/Activity Information = leave this field blank
 - For Leisure Services Only = indicate where intern will be working
 - Process Level = 63010 city manager's office
 - Department = 10401 Organizational Development
 - Fixed Class = C7, C8, or C0

Send each of the forms to Workforce Services by clicking the SUBMIT button at the bottom of the form.

<http://cnet/inc/all.asp?docsub=411>

Step 7

Set Goals with Intern

Organizational Development will forward you an Intern Intake Form and a Goal Worksheet for you to complete. Share a few of the most relevant departmental goals with the Intern as well as individual goals and note these on the intake form. This may vary if the Intern has specific requirements outlined by his/her school. This process serves to create more accountability for both the Intern and the City. Forward these forms to Organizational Development

Step 8

Release Intern

Please attempt to properly out-process your intern before his/her last day.

- a. Prior to the completion of the Intern's term of service or on his/her last day, complete and review with him/her the evaluation form at the link below. In addition, please complete the Goal Worksheet you completed in Step 7.

<http://cnet/docdatabase/documents%2F640/u%20at%20work%20intern%20evaluation%20form.pdf>

- b. Next, send an email to EXIT NOTIFICATION distribution group in your email list. Include the Intern's name, ID number, and the last day of work in the body of the email.
- c. Complete a termination action in Lawson and approve it:
 - Log in to your Lawson Manager Self Service account
 - Select **Direct Reports**.
 - Select **Personnel Action**.

- Select appropriate **TERM** action.
- **Effective Date** should be the employee's last day of work for which they will be paid or the stated date of termination from the resignation letter or notice of involuntary termination.
- **Employee Status** = TS
- **Termination Date** should be the same as the effective date of the action (last date paid).
- User Level should be 01TERM **Final Check**.
- Now Log in to your Power User Account (non-s account) and APPROVE your own action.

d. Complete all 3 exit checklists found on C-Net

<http://cnet/inc/all.asp?docsub=19>

e. Contact Workforce Services at ext. 3091 to schedule an out processing date and time for the Intern.

Step 9

Forward paperwork on Intern via inter office mail to Margaret Martinez, Organizational Development.

- Goal Worksheet
- Intern Evaluation Form