



Summer STEPS Recruitment Information Form

2016

Each department will need to advise HR as soon as possible if there are specific divisions within the department they would like to have an intern assigned to (i.e., Parks & Recreation Department – Early Learning Services, or Police Department - Administration).

- The program will pay for 2 interns per department for 8 weeks. If a department would like more than 2 interns, then they are responsible for the additional cost.
- Departments will receive a maximum of 75 applications, unless divisions are specified then each division will receive a maximum of 75 applications.

Department Name: _____ Department Contact: _____

Specify which division(s) of your department the interns will be assigned (If a specific division is not specified, the interns will be assigned to the department as a whole).

General overview of the duties the interns will be performing.

If your department would like to have a preference statement for your recruitment, please list it below.

Please return to HR by March 29, 2016.