

Alberta Government Internship Program

BUILDING FUTURES

What are internships?

- ❑ A long-term strategy to attract and develop talent.
- ❑ Temporary project positions, usually six months to two years long, that offer recent post-secondary graduates:
 - ✓ a chance to put their education to work with hands-on experience in their field of choice
 - ✓ interesting, challenging and rewarding work
 - ✓ professional development and networking opportunities
 - ✓ valuable experience that supports them in competing for future vacancies

What can internships do for the Alberta government?

- ❑ Help us meet business objectives by hiring and developing new talent.
- ❑ Provide a constant source of new talent that's ready to hit the ground running.
- ❑ Renew our workforce with people who have current training, knowledge and skills, and who bring with them a new set of ideas and a fresh perspective.
- ❑ Continually build a new generation of leaders.
- ❑ Introduce people first-hand to what we offer in terms of careers and work environment.
- ❑ Support other initiatives such as coaching, mentoring and succession management.
- ❑ Marketing... Interns who have had a positive experience can be one of our best marketing tools!

What makes a successful internship?

- ❑ Interesting, challenging and career-related work assignments.
- ❑ Clear expectations up front along with ongoing performance coaching from an experienced employee.
- ❑ Opportunities to learn and grow.
- ❑ Regular and timely feedback and recognition, along with open and frequent two-way communication.
- ❑ The same things we do to create a positive work environment for all our employees!

RESPECT ACCOUNTABILITY INTEGRITY EXCELLENCE



Proudly working together to build a stronger province for current and future generations

Updated May 2014

Common Questions & Answers:

Q: How are internships funded?

A: Internships are a form of temporary manpower funded from existing Ministry budgets. Contact your Human Resources Office for information on your Ministry's administration and budgeting processes.

Q: What classification and salary is used?

A: Work is classified the same as any other salaried position. Whether the job involves bargaining unit work or opted out and excluded work, recruit to the appropriate class (and related salary range). Examples of internships include: systems analysts, engineers, human resources, communications, research, policy, finance, accounting and more.

Q: How do I advertise internship opportunities?

A: Interns are hired through an open competition advertised on the Government of Alberta Jobs website. You may also want to connect with career centers at post-secondary institutions that offer programs of study relevant to your internship.

Q: Who can apply on internships?

A: Applicants must be "recent graduates" who have completed their relevant post-secondary training within the last two years. As well, they must be a Canadian citizen, permanent resident or have/be eligible for a valid work permit.

Q: What happens when the internship ends?

A: There are no guarantees of ongoing employment at the end of an internship. However, the valuable work experience interns gain helps them compete for future opportunities with the Alberta government.

Q: What supports are available for interns and their supervisors?

A: In addition to the usual supports available to all new employees and supervisors, below are some specific resources developed for the Internship Program:

- The Intern Supervisors Handbook
- The Intern Handbook

Where can I get more information?

- Contact your Ministry's Human Resources Office.
- Visit Corporate Human Resource's website at the following addresses to find general information on internships as well as profiles of internship programs that are offered regularly in the Alberta government:

<http://www.jobs.alberta.ca/internships>

http://www.jobs.alberta.ca/students/program_descriptions.html

RESPECT ACCOUNTABILITY INTEGRITY EXCELLENCE

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small red and white square to the right.

Proudly working together to build a stronger province for current and future generations

Updated May 2014