



HR Highlights November 2020

Talent Pipeline – Internships

With your agency's recent Workforce Plan completion, you may have identified additional talent pipeline opportunities as an important need to support agency short and long-term operations. One potential talent pipeline your agency may want to consider are internships. As you explore internship possibilities for your agency, consider these tips to help your agency create a successful internship program:

- ✓ DHRM has created an [Internship Toolkit](#) to support agencies interested in establishing internship programs. The toolkit provides guidance and recommendations for creating, implementing, and measuring program success.
- ✓ Does your agency have a formal internship program that you would like to showcase on the [Jobs.Virginia.Gov Internships Webpage](#)? Send the hyperlinks to information about your agency's internship program to [Deanna Goldstein](#) and we will update and showcase agency internship programs on our job search page. Also, be sure to send any updated hyperlinks if your agency's internship webpage has recently moved to a new link or has updated information.
- ✓ Tag internship job postings in the RMS with **#COVAinternships** to highlight agency internships on the [Internships Job Search Page](#). Using the RMS and this tagging feature will highlight your internship opportunities for job seekers and expand your talent and applicant pool. Tagging makes it easy for applicants seeking internships to find opportunities and is key in successful recruitment marketing!
- ✓ Connect with college and university students and alumni by posting internships in Handshake. Handshake is a job posting board used by many colleges and universities and provides an easy way for employers to connect with students and alumni. To learn more about how to post in Handshake, check out this [Handshake Job Aid](#).
- ✓ Learn more about how the [Virginia Talent + Opportunity Partnership](#) (Virginia TOP) can support internship opportunities and connect students, colleges/universities, and employers. The Virginia Chamber Foundation and the State Council of Higher Education for Virginia (SCHEV) have partnered to form the Virginia Talent + Opportunity Partnership (Virginia TOP). Virginia TOP is funded through the Commonwealth Innovative Internship Fund and Program with a focus on expanding paid and credit-bearing student internships and other work-based learning opportunities in collaboration with Virginia employers and on facilitating the readiness of students, employers, and institutions of higher education to participate in internship and work-based learning.
- ✓ Even if many of your agency positions and staff are working remotely, you can still hire and employ interns virtually! Provide interns with the necessary technology and set up opportunities to employ interns virtually. Creating virtual intern positions also expands your candidate pool beyond a limited geographic area.
- ✓ Also, be sure to see what other talent acquisition tools are available to support agency hiring needs on [DHRM's Talent Acquisition Resources webpage](#).

Many organizations are already recruiting and selecting applicants for internships in summer 2021 so it is not too early to begin planning for your agency's internship opportunities. If you have questions or would like to discuss how your agency might benefit from and start an internship program, please contact [Deanna Goldstein](#), Sr. Talent Management Consultant.