



HR Highlights November/December 2021

Is Your Agency Ready for 2022 Internships?

With 2022 right around the corner, now is the time for agencies to actively recruit for 2022 internships. College and university campuses are humming with activity as employers are currently recruiting for Spring and Summer 2022 interns. The Fall is the ideal time for employers to connect with students and others who are interested in internships as an applied and experiential learning opportunity.

What should state agencies be doing to prepare for 2022 internships now?

- Review and update agency internship programs and opportunities. A great tool to help you create or update internship opportunities is the [Internship Toolkit: Agency Guide to Creating and Establishing Successful Internship Programs](#) available on the [DHRM website](#).
- Use the resources provided by [Virginia Talent + Opportunity Partnership](#). Available resources include an Employer Readiness Toolkit and information for connecting with Virginia Higher Education partners. Virginia Talent + Opportunity Partnership is a partnership of the Virginia Chamber Foundation & the State Council of Higher Education for Virginia focused on increasing connectivity between students, higher education, and employers in Virginia to better support the readiness of the business community.
- When posting internship opportunities, be sure to include this hashtag somewhere in the posting - **#COVAinternships**. By including this hashtag in the job posting, the posting will be highlighted on the **Internships Tab** on the [Virginia Jobs](#) search website.
- Once your agency has selected interns for 2022, be sure to use these role codes when entering intern information into Cardinal or PMIS. Using these codes will help agencies and the Commonwealth better understand and report on the use and success of internships as a key talent strategy in state government.
 - 89001 - Intern - Paid (maximum salary is \$25/hour)
 - 89002 - Intern – Unpaid

Are you ready to launch your 2022 Internship Program? Internships provide a value-added avenue for employers to develop talent pipelines for emerging and early-career talent. If you have any questions or would like to talk more about how to initiate internships for your agency, please contact deanna.goldstein@dhrm.virginia.gov.