

Commonwealth Public Service Internship Program

Purpose: The CPSI provides a pathway for college students into commonwealth employment. Individuals who successfully complete a six-month internship and graduate with a bachelor's degree are promoted into a full-time trainee or working level job title in a variety of occupations.

The pathway from the internship includes a Trainee level job and then the working level job. If an individual is moved from the intern job to a trainee job, they will serve an additional 12-month probationary period. If they are moved from the intern job to a working level non-trainee job, they will not serve an additional probationary period.

Eligibility: An applicant must have current enrollment as a full-time undergraduate student in an accredited college/university in a declared bachelor's degree program, successful completion of at least 30 college credits at time of application and anticipated successful completion of at least 60 college credits at the time of hire. Applicants must also meet PA residency requirements for civil service employment.

Availability: Internship opportunities are available starting in the summer, fall and spring.

Pay: MA PSG 2/PSL 7, \$14.03/hour.

Recruitment: Information about this program will be provided at job fairs and sent to colleges in Pennsylvania.

Application Process: Students will complete an online civil service application and supplement which will indicate their major. The application will be available on the State Civil Service Commission's website under Job Seekers > Open Test Announcements > Internships & Summer Employment. Students will have several easily navigable categories to browse through in order to identify their major or the one that most closely fits their major field of study.

Students will also be responsible for providing their college or university with a Participation Form that will be completed by a school official and returned by email to a designated resource account monitored by Commission staff. The Participation Form will indicate that the school approves the student's participation in the Commonwealth Public Service Intern program and verify that the student meets the eligibility criteria, is currently in good academic standing and meets all other school requirements for participation in the internship program.

Following the close of the application period for summer, fall and spring, agencies will request lists from the Commission using SCSC 90 and listing the desired majors in the remarks section of the form. Agencies will then survey the candidates via email or phone and schedule interviews, followed by final selections. The Office of Administration will establish the schedule for each internship season.

Internship Guidelines: In order to successfully complete the internship, the intern must serve six months in the program. Agencies are responsible for determining the schedule that will be used to complete the six-month timeframe. The internship may be served at any time in the year. Days served may be consecutive or intermittent. If the six months cannot be completed prior to graduation, then up to three months may be served after the student's graduation date. For agencies pro-rating the six months, the required number of hours would equate to 975 for a 37.5 hour workweek; or 1,040 hours for a 40 hour workweek. When not working, interns will remain on the agency's complement and may be placed on a civil service leave of absence until returning to serve additional hours toward the completion of the internship.

For those interns who may have changed majors after entering the internship program, majors will be reviewed on a case-by-case basis to determine if the intern still meets the requirements for promotion into the trainee or working level job title sought by the agency. Agencies who become aware that an intern has changed majors should contact the Commission as soon as possible after learning of the change in order to determine if continuation in the program is warranted.

Interns who are not successfully completing the program will be separated from the agency similar to any other probationary status employee.

Hiring Process: In order to be promoted from the internship to a trainee or working level job title, a Request for Certification must be submitted along with an official transcript from the college or university that confirms the intern graduated with a bachelor's degree in the major field of study identified on the original Request for Certification. The major identified will be chosen from the same navigable categories which the students used to select their course of study. This list may be modified on an annual basis to meet agency needs and keep current with the major courses of study within colleges and universities.

Students who meet the aforementioned criteria, have provided the Commission with a Participation Form and are in the major designated by the agency's request will be placed on a referral list issued to the agency. Students will have the same final earned rating with the exception of those students who provided documentation to support veterans' preference. Students who provide appropriate veterans' documentation will have ten points added to their final earned rating and, if interested and available for the internship, will have mandatory hiring preference over non-veteran students.

Agencies will be responsible for requesting the applicable list, interviewing/selecting which student(s) will participate in the internship from that list and defending selections in the event of an appeal. Agencies will also be responsible for creating a training plan, monitoring the intern's performance to ensure that the goals of the training plan are being met and providing periodic feedback to the intern by evaluating their performance in regards to meeting those goals. Agencies will prepare a final performance evaluation for the intern.

Training plans should identify the working level job title for which the intern is being trained, goals of the training, methods that will be used to reach the goals identified including specific on-the-job learning activities and activity timeframes, performance evaluation processes that will be used to determine the intern's progress and quality of work performed during the internship, and when and how often evaluations will take place.

Students placed in the Commonwealth Public Service Intern program shall be assigned probationary civil service status.

Pathways to Employment: There are many pathways using the intern job in many different occupations, including HR, financials, IT, engineering, program specific jobs, AOs, etc.

- Commonwealth Public Service Intern - Information Technology Trainee - Applications Developer 1
- Commonwealth Public Service Intern - Administration & Management Trainee - Program Analyst 1
- Commonwealth Public Service Intern - Financial Programs Trainee - Accountant 1

Questions: Contact Shelly Forte of the Office of Administration at 717-783-2224 or micforte@pa.gov for program questions.