

HIGH SCHOOL INTERN (HSI) PROGRAM – SUPERVISOR CHECKLIST

1. Your Interest to Supervise an Intern:

- a. Willing to provide on-going training and oversight to a high school junior or senior. This may lead to a future employee under you and can help fill vacancies!
- b. Internship is **not** the same as a part-time job. Students receive a grade and need on-going supervisory guidance to develop their skills.
- c. You must obtain 3 child clearances (instructions will be provided). Valid for 5 years.
- d. Voluntary – **no** extra pay or temporary-work-out-class eligibility.
- e. Students will be at least age 16 in junior/senior year by date of hire (start date).
- f. Students must intern a majority of the school year (within July 1 – June 30 period). Summer-only internships are not permitted.
- g. [Additional guidance](#) for supervisor’s role.

2. Child Labor Laws – please review for all internships, especially those related to trades, equipment, technical duties/procedures, driving (as part of internship duties), materials/chemicals/substances, physical labor, or hazardous procedures.

- a. Review [PA Prohibited Occupations List for Minors \(pages 1 – 6\)](#) and [Federal “Off Limits” Jobs List for Minors](#).
- b. If the internship duties do not relate to the duties referenced in either link, proceed to next step further below. Otherwise, proceed to sub-bullets immediately below.
 - i. Determine which duties are permitted.
 - ii. Are duties are marked with asterisk (*) on PA Prohibited Occupations List? If yes, asterisks indicate student **must** be in vo-tech, which requires Additional Requirement language be added to the job posting form/request:
 1. *“Must be a vo-tech (career and technical center) student in an approved cooperative vocational training program that has prepared the student for the duties and the description of work described in this posting.”*
 2. Inform your HR Liaison the vo-tech additional requirement language must be included on the job posting.
 - iii. Assistance or questions on child labor laws:
 1. Further explanations and footnotes to PA Prohibited Occupations List – see [Appendix \(“PA Prohibited Occupations List”\)](#) at end of this guide
 2. Office of Administration, Intern & Entry Programs Section, 717.787.8056 or RA-OAEntryPrograms@pa.gov
 3. PA Department of Labor & Industry, [Bureau of Labor Law Compliance](#), 717.705.5969 or RA-LI-SLMR-LLC@pa.gov
 4. Your agency’s legal office

3. Create Position Under Supervisor:

- a. Request HR to establish High School Intern position (job code U2540) in wage status.
- b. Classification is unclassified, meaning it will **not** count against wage limit.

4. Develop [Training Plan](#):

- a. Page 1 – Employer Section
- b. Page 2 – Tasks/Competencies – concepts, skills, and key processes intern will learn and master.
- c. Page 2 – Learning Activities – typical duties intern will perform.

- d. Do not sign until student accepts the offer. Schools can ask for updates to above items.
 - e. Examples of Training Plans – send e-mail to RA-OAEntryPrograms@pa.gov.
- 5. Job Posting Request – provide the following to HR:**
- a. Completed Training Plan: Do not sign at this time.
 - b. Working Title:
 - i. Use this format: _____ Intern (High School).
 - ii. Examples: auto/diesel mechanic intern (high school), business intern (high school), clerical/administrative intern (high school), etc.
 - c. School Year: Either, current school year or next school year. (School years run July 1 thru June 30.)
 - d. Your Child Clearances: Indicate if needed **or** on file and under 5-year expiration.
 - i. All 3 required, including FBI fingerprints, regardless of student age.
 - ii. Instructions will be provided by HR. **Only** use these instructions.
 - iii. Clearances obtained for other reasons are **not** acceptable (sports, scouts, religious organizations, etc.)
 - e. If Applicable – Additional Requirement for Vo-tech: Per details in [Child Labor Laws](#), further above.
- 6. Interview Questions:**
- a. Prepare interview questions and your interview panel.
 - b. If needed, there are [Sample Interview Questions](#). Or, contact HR Liaison for assistance.
- 7. Interviews and Select Candidate:**
- a. Conduct interviews. Select top candidate(s).
 - b. Follow [Conditional Job Offer Verbal Script](#). Note: Reference checks are not necessary for high school interns. A Letter of Recommendation was provided by the student during the online application process.
 - c. Provide your HR Liaison with the Conditional Job Offer Script you completed.
- 8. Phone Call to Selected Student (Official/Formal Offer):**
- a. HR will indicate when to make official offer to student. Call student to make offer.
 - b. If accepted, call school point-of-contact on Letter of Recommendation, or call school office and ask for internship coordinator.
- 9. Phone Call to School Internship Coordinator. Discuss and Finalize:**
- a. Work hours/schedule:
 - i. Review Page 1 of [Abstract of Hours](#) for students age 16 - 17. Page 1 must be printed and posted in the work area.
 - ii. Additional details in appendix under [Work Hours/Schedule](#).
 - b. Start date (date of hire):
 - i. Student must officially be in junior or senior status **and** age 16 or older on this date. It is acceptable if start date is not at the beginning of a pay period due to school's schedule.
 - ii. **Note:** If posting was for the upcoming school year, start date must be on or any time after July 1.
 - c. End date:

- i. Seniors – June 30 is maximum date, if school provides supervision. Otherwise, follow school requirement.
 - ii. Juniors – Can work through summer and until June 30 of senior year, or earlier end date if school requires. Inform your HR Liaison if student is working next school year too. Additional details in appendix under [End Date for Juniors](#).
- d. Training Plan:
 - i. Provide to school for completion of its sections. School must return to you for your signature.
 - ii. If updates are requested by the school, make updates if reasonable.
 - iii. This form required. School's form **cannot** be used.
- e. Statement of Responsibilities (Agreement):
 - i. Download via link above. Complete Commonwealth Agency section on Page 1.
 - ii. Discuss and provide to school for completion. School must return to you for your signature. **No changes** in wording can be made to this document.
 - iii. This form required. School's form **cannot** be used.
- f. Your Child Clearances: Provide copies to the school.
- g. Work Permit: Is student a minor (age 16 or 17)? If yes, ask school for copy (required).
- h. Proof of Workers' Compensation: If school requests, download and e-mail it.
- i. Pre-Start Date Visit (if requested by school):
 - i. The school internship coordinator may request this prior to the start date to review safety procedures, with the student and commonwealth supervisor.
 - ii. This must be accommodated, per PA Department of Labor & Industry, [Bureau of Labor Law Compliance](#).

10. Provide HR Liaison with the Following:

- a. Start Date.
- b. Training Plan (fully completed and signed).
- c. Statement of Responsibilities/Agreement (fully completed and signed).
- d. Work Permit (if student is a minor, age 16 - 17).

DURING THE SCHOOL YEAR:

11. Early April for SENIORS – options as graduation approaches:

- a. Ask if your seniors are interested in:
 - i. Seasonal, part-time, or full-time employment with the commonwealth.
OR
 - ii. Postsecondary internships, for future years, if pursuing further education/training.
- b. Contact your HR Liaison to discuss vacancies or future postsecondary internship process.
 - i. Interns seeking employment must apply to vacancy postings per regular procedures.
 - ii. There is no automatic promotion from the High School Intern classification. Employment should not be promised or guaranteed.
 - iii. Ask HR Liaison to explain the application process for vacancy postings or future postsecondary internships for upcoming years.
- c. End/Separation Date – if intern is not applying to a vacancy:

- i. Contact school to confirm end date. (June 30 is maximum date. Some schools require an earlier date. The school's requirement must be followed.)
- ii. Inform your HR Liaison of the end date, to process the separation action.

12. Early April for JUNIORS – if they are NOT continuing into senior year:

- a. Contact school to confirm end date. (June 30 is maximum date. Some schools require an earlier date. The school's requirement must be followed.)
- b. Inform the HR Liaison of the end date, to process the separation action.

13. One Month Before End of Intern's School Year – Student Performance Evaluation:

- a. Complete [Student Performance Evaluation](#).
- b. Discuss, and provide copy to the student and school. Follow normal procedures to place in student's electronic Official Personnel File (e-OPF)—contact HR for assistance.
- c. **Note:** Some schools may request performance reviews more frequently and may ask for additional areas of performance to be rated. This is acceptable at the supervisor's discretion. The commonwealth's form should still be used.

14. Discipline/Performance Issues – address ASAP. Consult with HR Liaison. Follow normal discipline procedures. **Inform school coordinator of issues, discipline, or termination.**

RESOURCES AND QUESTIONS:

- 15. **High School Intern Resource Page:** Recommended browser for site is Microsoft Edge, to ensure links open and download properly. This website is only for commonwealth employees.
- 16. **Questions/Assistance:** contact your HR Liaison or the Office of Administration, Internship and Entry Programs Section, at RA-OAEntryPrograms@pa.gov.

APPENDIX

Additional Requirement Language (if applicable per [Child Labor Laws](#)): "Must be a vo-tech (career and technical center) student in an approved cooperative vocational training program that has prepared the student for the duties and the description of work described in this posting."

End Date for Juniors:

- 1. If the junior plans to work through senior year, inform your HR Liaison the student will be on complement for the next school and fiscal year. In April of senior year, confirm specific end date with school—notify HR of this date.
- 2. If student will not continue internship into senior year, June 30 is maximum end date for junior year, if school provides supervision. Otherwise, follow school procedures for end date.

PA Prohibited Occupations List for Minors – Further Explanations & Footnotes:

- 1. [Code of Federal Regulations \(Title 29, Chapter V, Part 570\)](#)
- 2. [Pennsylvania Code \(Title 34, Chapter 11\)](#) – go to Subchapter B
- 3. [Pennsylvania Child Labor Act](#)

Work Hours/Schedule:

1. Minors (students age 16 - 17, per [Page 1 of Abstract of Hours](#)):
 - a. Up to 28 hours per week when classes are in session.
 - b. Up to 37.5/40 hours per week during school vacations.
 - c. Work hours prohibited between 12 midnight and 6 a.m.
2. Students age 18 or older: Can work up to 37.5/40 hours per week all year long.
3. Reminder on hours:
 - a. Maximum hours. All hours listed above are maximums. It may not be feasible for interns to work the full maximum. Students also have classes, homework, and other school commitments, and many are new drivers too. Work with the school internship coordinator to determine a manageable schedule for the student.
 - b. Minimum hours. There is no requirement for minimum number of hours per shift. Recommendation is for a minimum of 3 hours per shift, to allow for a meaningful day. However, minimum hours can be discussed with school.