

RIVERSIDE **WORKFORCE** INTERN PROGRAMS



Improving the City's Intern Program

A Collaborative Approach



Community and Economic Development
HR Training and Development
Public Works



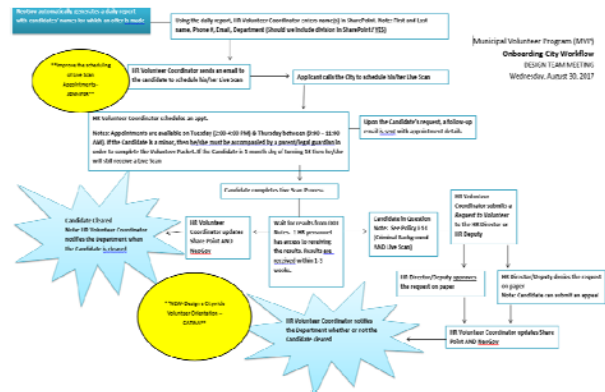
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Reasons to Take a Closer Look

Mapping the Six Phases

1. Recruitment
2. Onboarding (City)
3. Onboarding (Dept.)
4. Daily Work Duties
5. Recognition
6. Departure



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Improvements

1. New Name
2. Program Specific SharePoint Site
3. Types of Intern Programs
4. Intern Lifecycle
5. Project Specific Opportunities
6. Interview Templates
7. Onboarding Checklist
8. Electronic Timesheet

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Intern Name: [Text Field]

Department: [Dropdown Menu]

Division/Branch: [Dropdown Menu]

Supervisor's Name: [Text Field]

Total Weekly Hours: [Text Field]

Week of: (Monday) [Text Field]

Timesheet Submission Date: 2/14/2018

Comments for Your Supervisor: [Text Area]

End of Internship?: No

Last Day of Internship: [Text Field]

Have you notified your supervisor of your last day?: Not applicable

Supervisor Comments: [Text Area]

Cancel Submit



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Improvements

1. Intern Power Hour
National Intern Day
2. Offboarding Checklist
3. Intern Experience Survey
4. Certificate of Completion

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POWER HOUR

END OF INTERNSHIP CHECKLIST

END OF INTERNSHIP

- ☐ Request Intern to send an email noting his/her last day of the internship.
- ☐ Request Intern to submit a final timesheet (for unpaid interns only). [Link to Timesheet](#)
- ☐ Note: The Intern's Supervisor receives an automated email noting the final timesheet
- ☐ Request Intern to return all City belongings (i.e. badge, equipment, and uniform)
- ☐ Provide a letter of recommendation for the Intern noting internship length, accomplishments, strengths, and your contact info
- ☐ Submit a MAC Form to the HelpDesk to deactivate the Intern's AD User Accounts and Department access
- ☐ Complete any forms required by the Intern's educational institution
- ☐ The HR Intern Coordinator emails the Intern a link to a survey. Once completed, a Certificate of Completion signed by the City Manager is mailed to the Intern.

For more information about the Riverside Workforce Intern Programs, visit the [Intern Page](#)

Dept. Site Visit Preparing for the Interview City Government Career Path Dept. Site Visit



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Our Internship Partners



POWERED BY



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Our Work Continues

1. Expand our Formalized Partnerships
 - a. La Sierra University
 - b. Cal Baptist University
2. Additional On-the-Job Resources for Interns



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THANK YOU



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