



# County of Monterey Internship Program Part 3



County of Monterey  
**HUMAN RESOURCES DEPARTMENT**  
*The Right Career, Right Here*



# Internship Program

In this workshop, you will learn:

- Interview process
- Onboarding process

Internship  
Website



County of Monterey  
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*The Right Career, Right Here*

# Current Internship Opportunities

## AVAILABLE OPPORTUNITIES

<u>INTERNSHIP</u>	<u>TYPE</u>	<u>APPLICATION DEADLINE</u>	<u>PAID / UNPAID</u>
<a href="#"><u>Auditor Controller - Accounting Intern</u></a>	Full Time	Open Until Filled	\$16 hourly
<a href="#"><u>Elections Outreach - Social Media Internship</u></a>	Intern	Open Until Filled	\$ 16 per hour
<a href="#"><u>Health- Children's Behavioral Health Doctoral Level Psychology Internship</u></a>	Intern	Open Until Filled	Unpaid & Stipend
<a href="#"><u>Health Department - Behavioral Health: PSW Internship_(MSW, MFT &amp; PCC)</u></a>	Intern	Open Until Filled	Unpaid
<a href="#"><u>Human Resources - Employee Engagement Internship</u></a>	Intern	Open Until Filled	Unpaid
<a href="#"><u>Internship Inquiry Application</u></a>	Intern	Open Until Filled	N/A
<a href="#"><u>Library - Homework Center Coordinator</u></a>	Intern	Open Until Filled	Unpaid
<a href="#"><u>Public Health - Teen Pregnancy Prevention Program Intern</u></a>	Intern	Open Until Filled	\$15 hourly
<a href="#"><u>Public Health - Youth Violence Prevention Program</u></a>	Intern	Open Until Filled	21.78 hourly
<a href="#"><u>Sheriff-Coroner - Forensic Autopsy Technician Intern</u></a>	Intern	Open Until Filled	Unpaid

Note: If you do not see an internship opportunity that matches your educational interests, please [CLICK HERE](#) to fill out and submit an Internship Inquiry Form.



# Interview Process

- Interview appointment
- Interview
  - Panel (typically 2-people)
  - Project overview
  - Interview questions
  - Scenarios (optional)
- Background check (based on department requirement)
- Offer







# COUNTY OF MONTEREY INTERNSHIP PROGRAM

BUILD-CONNECT-GROW

Human Resources Department

February 27, 2023

Dear **Steve Rivera,**

Congratulations! This letter confirms our offer of the **Employee Engagement Internship** with an anticipated start date of **March 6<sup>th</sup>, 2023**, for a **non-paid internship**.

Michael Rosales will be your supervisor and the hours of the internship will be **Tuesday, Wednesday, and Thursday from 1:00pm-4:00pm**. Your primary work location will be **Government Center, 168 W. Alisal, 3<sup>rd</sup> Floor, Salinas, CA 93901**.

Congratulations and we wish you the best in your internship! We are delighted with your decision to accept this internship opportunity with the County of Monterey and hope that your experience here is a mutually gratifying one.

Sincerely,

Dr. Yvonne Walker

Program Manager  
Human Resources Department



# Pre-Internship Prep

- Coordinate with you supervisor on your work schedule
- For paid interns provide appropriate documentation for HR onboarding
- Confirm onboarding date and time
- Confirm your internship schedule



# Onboarding

- Check in with assigned supervisor in-person or via Zoom
- Meet with assigned department to review and sign County documents using DocuSign
- Complete mandated online training
- Submit intern bio (if applicable)



# Exit Interview Survey

## Internship Program

### Internship Program Exit Interview

1. Please select the department in which you had an internship.

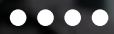
2. What was the length of your internship? (i.e. 3 months, 6 months, etc.)

0 of 9 answered





# THANK YOU



Michael Rosales – Internship Coordinator



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[Internship Website](#)