



# Internship Program

## Program Guidelines

### Purpose

Graduate internships are relevant work experience placements available to Northern graduates with Government of the Northwest Territories (GNWT) departments, boards and agencies (“departments”).

Through the Internship Program (Program), departments recruit qualified, post-secondary Northern graduates into positions between 12 and 24 months in length. Interns receive valuable work experience related to their field of study, and have the opportunity to apply their theoretical and academic knowledge in a practical, real world context, in addition to gaining exposure to the GNWT as an employer. Internships also expand the labor pool in the Northwest Territories (NWT), and contribute to the marketability of northerners for employment within the GNWT.

While the Internship Program does not provide a guarantee of employment to Interns upon the successful completion of their internship placement, the Program is intended to provide Northern graduates with work experience to assist in transitioning from an internship placement to a full-time career with the GNWT, providing a suitable opportunity is available.

### Policy Base

These guidelines support the GNWT’s Affirmative Action Policy, and the government’s objective to recruit and retain a capable, competent public service that is representative of the people it services.

### Definitions

Indigenous Aboriginal Persons refers to those persons who are descendants of the Dene, Inuit or Metis people, indigenous to the present boundaries of the Northwest Territories and includes any aboriginal persons resident at birth pursuant to section 7.1 of the *Vital Statistics Act*, and any Canadian aboriginal persons who have lived more than half of their lives in the Northwest Territories.

Indigenous Non-Aboriginal Persons refers to those non-aboriginal persons born in the Northwest Territories, or who have lived more than half their lives in the Northwest Territories.

Ordinarily Resident is a term used to describe residency, and determines if a person is eligible for the Internship Program. The GNWT’s current definition of “ordinarily resident” is:

- a) A person actually residing in the NWT for 12 continuous months or more (not in full-time post-secondary studies);
- b) A person, or his/her spouse, is posted in a place of employment outside of the NWT temporarily (two years or less), or is seeking medical treatment that is untreatable in

- the NWT (appropriate documents indicating proof must be provided);
- c) A person is in K-12 outside of the NWT, where the parent who ordinarily resides with the person is actually a resident of the NWT under a), b), or c);
  - d) A person, or his/her spouse, is in full-time approved postsecondary studies and was considered actually or ordinarily resident before they left the NWT.

If a person has been out of the NWT for more than 12 continuous months, but has not resided in one specific province, territory or country for 12 continuous months, they are still considered ordinarily resident of the NWT.

## **Program Capacity and Funding**

### *Capacity*

Funding is available from the Department of Finance to provide up to 40 internship placements each fiscal year. Departments also have the ability to support an internship placement without accessing program funding.

### *Funding*

The Department of Finance provides funding to departments on a prorated basis, in the amount of \$3,300 per month, for up to a maximum of 24 months, per Internship placement. All costs over and above the maximum allotment are the responsibility of the hiring department.

To ensure program efficiency, funding to departments is allocated based on various criteria, including size of the department, opportunities for indeterminate employment post-internship and/or that are in areas within the GNWT that are identified as hard to recruit based on technical, academic and/or specialized skills and ability.

In circumstances where a funded position is unsuccessful through the competition process, the Department of Finance may redistribute unused funding to another department, during a second round of internship applications.

## **Internship Considerations**

Departments will work with their Client Service Representative to align intern positions with departmental and organizational long-term business needs.

## Internship Eligibility

Internship placements are available to Northern graduates. A Northern graduate is an individual who has graduated with a diploma or degree from a designated post-secondary institution within a 24 month period prior to applying to the Internship Program or will complete all academic requirements for his/her program within six months of applying to the Program, and falls within one of the following designated groups:

- Is an Indigenous Aboriginal Person;
- Is an Indigenous Non-Aboriginal Person; or
- Is a Canadian citizen or permanent resident, and is considered “ordinarily resident” to the Northwest Territories for at least three years immediately prior to the start of his/her program with a designated post-secondary institution.

## Academic Eligibility

In addition to meeting the eligibility as a Northern graduate, applicants must also meet all the following academic eligibility provisions:

- The applicant must have completed their post-secondary program within the 24 month period prior to submitting an application to the program;
- The applicant’s post-secondary program must be at least four semesters in length resulting in a college diploma or university diploma or degree; and
- The applicant must have been registered in a full course load (normally three courses per semester) for the two semesters prior to graduating.
- Accommodation to the above points is made to recognize special circumstances for students with disabilities.

## Occupational Eligibility

Departments can apply for Interns to fill positions in all occupational categories with the exception of teachers, social workers and nurses.

## Internship Length

Interns are hired by departments for a minimum of 12 months to a maximum of 24 months.

Departments also have the ability to extend a 12 month internship to a maximum of 24 months. The decision regarding the length of the Internship Program placement is at the discretion of the hiring department in accordance with the Department of Finance’s advice.

## Application Process

### *Departments*

Departments submit applications to the Department of Finance, to request funding to support an Internship Program placement. Departments also have the ability to support an internship

without accessing program funding.

Applications for the Internship Program will be accepted from November 1 to November 30. Applications received by this deadline help support the approval process and ensure that the majority of Interns can begin their placements each spring.

Northern Graduates

### *1. Registration Process*

Northern graduates interested in an internship placement are required to register with the GNWT through the GNWT Careers job site. Registrations for the Internship Program are reviewed by the Department of Finance to determine if registrants meet eligibility requirements, including northern residency. Registrants of the Program are advised of the status of their application by the Department of Finance.

Northern graduates will remain eligible for employment under the Program for a period of 24 months from the date of completion of their post-secondary program.

### *2. Job Application Process*

Internship opportunities are advertised on the GNWT Careers job site. Northern graduates, who have registered for the Internship Program, must apply to a specific job competition by completing the standard online application process, including the submission of a resume and cover letter. Northern graduates must indicate their contact information including email address, telephone number and address for both their school and permanent northern residence on their resume.

Of the Internship Program applications eligible for departmental consideration, selection committees review the applicant pool and conduct assessments including assignments, interviews and contacting references. If a candidate is successful in completing the assessment process, hiring can proceed in accordance with the GNWT's *Affirmative Action Policy*.

## **Terms of Eligibility**

Applicants who meet the definition of a Northern graduate remain eligible for consideration for an Internship placement for a period of 24 months from the date of completion of their post-secondary program, providing all other eligibility provisions of the Internship Program are met.

## **Future Employment**

Participation in the Internship Program does not guarantee an Intern employment with the GNWT after the completion of the placement. However, it is expected that the knowledge, skills and abilities gained over the course of an internship enhances a candidate's work experience, which can assist an applicant attain full-time employment with the GNWT, should a suitable opportunity become available.

## Learning and Development

All employees, including Interns, require clear direction regarding their required job functions to be performed, performance expectations, in addition to receiving frequent feedback regarding their performance. Interns will be provided a job description upon commencing employment with the GNWT, to assist in orienting the employee and identifying training needs.

To aid in the development of Interns, Hiring Managers, in cooperation with their Intern(s), will determine work objectives and develop learning plan goals. Interns are expected to complete a performance document based on the established work objectives and learning goals using ePerformance software within PeopleSoft. Performance evaluations of Interns are expected to be completed annually to support the ongoing process of learning and development.

## Roles and Responsibilities

In addition to receiving hands-on experience in their field, for many graduates an internship is their first experience in government and working in a professional role. For some Interns, the learning curve may be steep.

Managers/supervisors have a key role to play in ensuring Interns grow and develop from entry-level professionals at the beginning of their Internship placement, to skilled and competent professionals at the end of their internship. Along the way, hiring departments have a unique opportunity to assist Interns to gain the work experience required to successfully transition into the GNWT upon successful completion of their internship placement, if an opportunity is available.

### *Department of Finance*

- Overall coordination and administration of the Internship Program;
- Provide direct support, advice and assistance to departments and managers;
- Provide support and guidance through the application process to Program applicants and Interns;
- Review, assessment and approval of departmental applications;
- Review, assessment and approval of Intern applications;
- Advertising of internship opportunities;
- Coordination and participation in the assessment (i.e. screening, testing and interviewing), of Program applicants.
- Drafting and submission of Intern direct appointment decision papers;
- Provision of funding support to approved departments; and
- Provision of tools and resources to hiring departments to assist with the learning and development of Interns.

### *Hiring Departments*

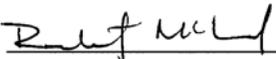
- Commitment of resources and support to Interns to ensure their success in the Internship Program, including formal job descriptions, work plans and provision of ongoing feedback and assessment through a performance appraisal process;
- Assist Interns gain the work experience required to successfully transition into the GNWT upon successful completion of their placement, should a suitable opportunity become available.

### *Interns*

- Adherence to the direction, activities and goals outlined in the work plan;
- Undertake self-learning to understand the functions of the job description; the mandate and goals of the host department; departmental and/or GNWT legislation, policies and guidelines as they relate to the internship placement; and understanding and awareness of the overall priorities and objectives of the GNWT.

### **Evaluation**

Ongoing evaluation of the Internship Program is carried out by the Department of Finance.

  
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Chair  
Financial Management Board