



Internship Program

Program Guidelines

Purpose

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

Internships expand the labour pool in the Northwest Territories to improve the marketability of northerners for employment with the GNWT.

Through the Internship Program, departments recruit post-secondary Northern graduates into positions of one or more years in length. Interns receive valuable work experience in a line of work related to their field of study, have the opportunity to apply their theoretical and academic knowledge in a practical, real world context, and gain exposure to the GNWT as an employer.

While the Program does not provide a guarantee of employment to Interns upon the successful completion of the Internship placement, the Internship 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 in the event an individual is interested in doing so and a suitable opportunity is available.

Internship Considerations

Managers consult with their Client Service Representative to align intern positions with the department and organization’s long-term business needs.

Internship Eligibility

Intern 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 6 months of applying to the Internship Program and falls within one of the following designated groups:

- Is an Indigenous Aboriginal Persons (refer to the Appendix for definition)
- Is an Indigenous Non-Aboriginal Persons (refer to the Appendix for definition)
- Is a Canadian citizen or permanent resident; and is considered “Ordinarily Resident” for at least 3 years immediately prior to the start of his/her program with a designated post-secondary institution, refer to the Appendix for definition of Ordinarily Resident

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 period of, at minimum, twelve months to a maximum of twenty-four months. The decision regarding the length of the Internship placement is at the sole discretion of the hiring department. Departments have the ability to extend interns to a maximum of twenty-four months.

Application Process - Departments

Managers submit applications to Management and Recruitment Services (MRS), Department of Finance to request funding to support an internship placement. Departments have the ability to support an internship without accessing program funding.

The deadline for Departmental applications to the Internship Program is November 30. Applications received by this deadline ensure that the application review and approval process is completed so that the majority of Interns can start their placements each spring.

Capacity:

Funding is available from the Department of Finance to provide for up to 40 Intern placements each fiscal year (April 1 to March 31).

There is no restriction on the number of Intern placements that departments can provide for, without accessing funding support from the Department of Finance.

Funding:

The Department of Finance provides funding to departments, on a prorated basis, 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.

Departments may access funding through application to the program, by the application deadline November 30. To ensure program efficiency, MRS will allocate funding to Departments 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 abilities.

Registration Process – Northern Graduates

Northern graduates interested in an Internship placement are required to first register with the GNWT through the Careers site at careers.hr.gov.nt.ca.

Registrations for the program are reviewed by MRS to determine if registrants meet the internship eligibility requirements. Registrants to the Internship Program are advised of the status of their application (approved, or not approved) by MRS. Northern graduates must provide contact information including an email address, phone number and address at school and address of permanent northern residence on his/her résumé.

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

Job Application Process – Northern Graduates

Internship opportunities are advertised on the GNWT Careers job site, northern graduates must apply to a specific opening by completing the online application process including the submission of a resume and cover letter. Selection Committees review the applicant pool, conduct assessments including assignments and/or interviews and references, if successful in obtaining a candidate through the assessment process, proceed with hiring in accordance with the *Affirmative Action Policy*.

Term of Eligibility

Applicants who meet the definition of a Northern graduate remain eligible for consideration for an Internship placement for a period of two years from the date of completion of the post-secondary program consistent with the provisions of these Program Guidelines.

Learning and Development

All employees require clear direction on the job functions required to be performed, performance expectations and frequent feedback about performance. Interns will be provided a job description upon commencing employment, to assist in orienting the employee and identifying training needs. To aid in the development of their Intern(s) Hiring Managers, in cooperation with their Intern(s), will determine work objectives and develop learning plan goals. Interns will complete a performance document based on the established work objectives and learning goals, using ePerformance within PeopleSoft. Performance Evaluations of interns will be completed annually.

Roles and Responsibilities

This section provides information on the roles and responsibilities of the Department of Finance and the Hiring Managers.

Department of Finance

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

Hiring Managers

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

Appendix

Indigenous Aboriginal Persons

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 23 of the *Vital Statistics Act* and any Canadian aboriginal persons who have lived more than half of their life in the Northwest Territories.

Indigenous Non-Aboriginal Persons

Non-Aboriginal persons born in the Northwest Territories or who have lived more than half their life in the Northwest Territories.

Ordinarily Resident

The term “ordinarily” is used for residency and determines if a person is eligible for the GNWT Internship Program. Our current definition of ordinarily resident is:

- a. Actually residing in the NWT for a 12 continuous months or more (not in full-time postsecondary studies),
- b. The person, or his/her spouse, is temporarily posted in a place of employment outside of the NWT, where the place of business is in the NWT. (There is no definition of temporary. Our current practice is 2 years or less. As well, we are also applying a medical condition untreatable in the NWT as a temporary absence – acceptable proof must be included.),
- c. The 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. The person, or his/her spouse, is in full-time approved postsecondary studies and was considered actually or ordinarily resident before they left the NWT, and/or

Note: If you have been out of the NWT for more than 12 continuous months, but you have not resided in one specific province, territory or country for 12 continuous months, you are still considered ordinarily resident of the NWT.