



Internship Program

Program Guidelines

Purpose

Internships are relevant work experience placements available to Northern Graduates within Government of the Northwest Territories (GNWT) departments 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 can 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 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 career with the GNWT, providing a suitable opportunity is available.

Policy Base

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

Definitions

Northern Graduate refers to an individual who maintains an NWT address and has graduated with a certificate, diploma or degree from a designated post-secondary institution.

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

- a) A person physically residing in the NWT for 12 continuous months or more (not in full-time post-secondary studies);
- b) A person, or their spouse, is temporarily (two years or less) posted in a place of employment outside of the NWT, or is seeking medical treatment that is untreatable in the NWT (appropriate documents indicating proof must be provided);
- c) A person, or their spouse, is in full-time approved post-secondary studies and was considered ordinarily resident before they left the NWT;



- d) A person is in K-12 outside of the NWT, where the parent with whom they ordinarily reside with is considered a resident of the NWT under a), b), or c) above.

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.

Post-Secondary Program refers to academic programs with a prerequisite of a high school diploma or completion of the General Educational Development (GED) tests.

Stage One Priority refers to Indigenous individuals who are recognized members and descendent of a First Nations, Métis, or Inuit people indigenous to the present boundaries of the Northwest Territories.

Stage Two Priority refers to Indigenous individuals who are recognized members and descendent of a First Nations, Métis, or Inuit people indigenous to areas of Canada outside of the present boundaries of the Northwest Territories.

Program Capacity and Funding

Capacity

Funding is available from the Department of Finance to provide up to 40 Internship placements each fiscal year. Departments may 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 the size of the department and the location of the internship. Special consideration is given for positions 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 a staffing process, the Department of Finance may redistribute unused funding to another department, during a subsequent round of Internship applications.

Internship Considerations

Departments will work with their Human Resource Representative to align Intern positions with



the current Intern applicant pool, as well as fulfill departmental and organizational long-term business needs.

Internship Eligibility

Internship placements are available to Northern Graduates who fall within one of the following designated groups:

- **Stage One Priority**
- **Stage Two Priority**
- **Non-Priority:** Canadian citizens or permanent residents considered “ordinarily resident” to the Northwest Territories for at least three years immediately prior to the start of their program with a designated post-secondary institution.

Academic Eligibility

To meet the definition of Northern Graduate, completion of any of the following post-secondary programs within 24 months of applying to the Internship Program is required:

- **Certificate** – can take up to 1 year of full-time post-secondary education and generally consists of 10 courses to complete.
- **Diploma** – can take up to 2 years of full-time post-secondary education and generally consists of 20 courses to complete.
- **Degree**
 - Bachelor’s degree – can take 3 to 5 years of full-time post-secondary education and generally consists of 40 courses to complete.
 - Master’s degree – can be pursued after completing a bachelor’s degree and can take 1 to 2 years to complete.
 - Doctorate/Ph.D. – can be pursued after completing a master’s degree and can take 3 to 7 years to complete.

Internship applications will also be accepted from post-secondary students who anticipate meeting the definition of Northern Graduate within six months of applying to the Program.

Occupational Eligibility

Departments can apply for Interns to fill positions in all occupational categories except for 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 can extend a 12-month Internship to a maximum of 24 months. The decision regarding the length of the Program placement is at the discretion of the hiring department in accordance with advice from the Department of Finance.

Application Process

Departments

Upon receiving a call for interest, Departments submit applications to the Department of Finance within the designated time frame, to request funding to support an Internship Program placement. Departments may support an internship without accessing Program funding.

Applications for the Internship Program will be accepted from October 1 to November 15. Applications received by this deadline help support the approval process and ensure that most Interns can begin their placements each spring.

Northern Graduates

1. Registration Process

Northern Graduates interested in an internship placement are required to register 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. Registrants of the Program are advised of the status of their application by the Department of Finance.

Northern Graduates approved for the Program will remain registered for a period of 24 months from the date of completion of their post-secondary program unless they are successful in obtaining an Internship through the 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 opportunity to be considered for an Internship placement. 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.

With the assistance of a Human Resource Representative, the hiring manager reviews the applicant resumes and contacts eligible applicants for an interview. The interview process will align with the entry-level nature of the Intern position. If a candidate is successful, the hiring process will proceed in accordance with the Indigenous Employment Policy.



Terms of Eligibility

Northern Graduates approved for the Program will 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 Program are met.

Northern Graduates who are successful in obtaining an Internship through the Program are not eligible for any additional Internships with their initial Program registration. Northern Graduates can re-apply for subsequent Internship opportunities upon graduation from a different post-secondary program, or upon successfully obtaining a higher level of certification within the same post-secondary program.

Future Employment

Participation in the Program does not guarantee an Intern employment with the GNWT after the completion of the Internship 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 in attaining 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 the Human Resources Information System. 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.

Hiring Managers play a key role in ensuring Interns grow and develop from entry-level professionals at the beginning of the 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

- Coordinate and administer 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;
- Conduct the review, assessment, and approval of departmental applications;
- Conduct the review, assessment, and approval of Intern applications;
- Advertise Internship opportunities;
- Coordinate and participate in the assessment (i.e. screening and interviewing) of Program applicants;
- Draft and review Intern Notification of Direct Appointment Checklist;
- Provide funding support to approved departments; and
- Provide tools and resources to hiring departments to assist with the learning and development of Interns.

Hiring Departments

- Submit approved Intern Notification of Direct Appointment Checklist to the Department of Finance Human Resources Representative;
- Commit 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; and
- Assist Interns in gaining the work experience required to successfully transition into the GNWT upon successful completion of their placement, should a suitable opportunity become available.

Interns

- Adhere to the direction, activities and goals outlined in the work plan; and
- Undertake self-learning to understand the functions of the job description; the mandate and goals of the hiring 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.