



**NEW MEXICO**  
STATE PERSONNEL OFFICE

## FY23-24 SoNM Summer Internship FAQ's

**1. My agency is interested in hosting a summer intern. How do I request an internship position?**

*An Intern Create Request Form must be completed by the interested mentor and agency human resource department.*

**2. Is the summer internship a temporary position?**

*Summer internship positions will be temporary (T-180 positions). The creation of positions must be approved by the State Personnel Office and Department of Finance and Administration. 1.7.3.9 (A) NMAC*

**3. Who provides funding for the agency summer internship positions?**

*The funding for an internship position will be provided by the host agency.*

**4. When requesting the summer internship position, is the agency required to choose an intern type on the Intern Create Request Form upon submission to SPO?**

*Yes. The intern classification, intern type, must be selected from the drop-down menu on the Internship Create Request Form. Mentor must identify which intern level(s) they wish to hire:*

- High School Intern, Job Code: SGHI87 (Pay Band 35)
- College Undergraduate Intern, Job Code: SGCI17 (Pay Band 55)
- Graduate School Intern, Job Code: SGGI20 (Pay Band 60)

**5. Will agencies determine the length of the summer internship or are all internships required to be the same length of time?**

*The agency will determine the length of the internship. Summer internships can vary in length from six-ten weeks depending on the needs of the agency We recommend an internship length of ten weeks long to allow interns to attend the internship summit in early August 2024.*

**6. What is the deadline for submitting intern create requests?**

*Agencies are required to submit the Intern Create Request Form by Tuesday, November 15, 2022 to: [workforce.planning@spo.nm.gov](mailto:workforce.planning@spo.nm.gov)*

**7. Will my agency HR create and post the internship position my agency requested?**

*The State Personnel Office will create and post internship positions. All internship position will be advertised on the SoNM career website on January 15<sup>th</sup>.*

**8. What is the length of time the internship positions will be advertised?**

*Internship positions will be advertised as 60-day continuous postings. The SPO Recruitment Team will coordinate with DoIT to designate the internship as a "hot job." A "hot job" ensures the job posting will show at the top of the job posting list.*

**9. When will the internship positions close?**

*All advertised Internship positions will close on March 15<sup>th</sup>.*

**10. Who is responsible for screening internship applications?**

*Your agency HR will screen intern applicants and provide an applicant list to the assigned mentor.*



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