

Team Kentucky Internship Program Answers to Frequently Asked Questions (FAQs)

Below are answers to frequently asked questions related to the Team Kentucky Internship Program (TKIP).

Prospective Interns:

1. Why should I apply to the Team Kentucky Internship Program?
 - a. **Experience:** Gain work experience in your field of study while receiving pay.
 - b. **Guidance:** You will be partnered with a supervisor who will offer support throughout your internship and provide feedback on your performance.
 - c. **Networking:** You will have several opportunities to network with state government officials as well as other Team Kentucky interns. This is a great way to make connections and expand your network.
 - d. **Professional and Personal Development:** There will be opportunities for professional learning to help you grow and prepare for a career after college.
2. How do I find the Team Kentucky Internship Program postings?
 - a. Visit careers.ky.gov and click on the “Internships” tile. All Team Kentucky internship postings begin with “Team Kentucky Internship Program” followed with the job title. In addition to the specific Team Kentucky Internship Program postings, there will be a standard posting for Team Kentucky Internships. If students are interested in the Team Kentucky Internship Program, but do not see a position that matches their area of interest, they can apply to this posting. The Program Coordinator will review these applications and distribute to state agencies based on their area of interest.
3. Can I apply to more than one of the Team Kentucky Internship Program postings?
 - a. Yes! You can apply to any you are interested in that you meet the requirements.
4. Can I get academic credit for my Team Kentucky internship?
 - a. Academic credit is at the discretion of the college or university. Please contact your guidance counselor to determine eligibility.

Current Interns:

5. What is expected of me as a Team Kentucky intern?
 - a. As a Team Kentucky intern you are expected to:
 - i. **Be dependable:** Ensure you follow your designated work schedule and meet deadlines. Communicate with your supervisor ahead of time if you are unable to follow your work schedule or if you need further support to meet a deadline.
 - ii. **Take initiative:** Find ways to go above and beyond in your day-to-day tasks. This will show your co-workers and supervisor that you are a self-motivated problem solver.
 - iii. **Be a learner:** Seek out new opportunities to learn about your state agency and state government. Ask for feedback on your performance - this will show you are receptive and searching for opportunities to grow. Ask questions if you are unsure how to complete an assigned task.
6. What should I wear to work?
 - a. This will depend on the state agency you are interning for. Your supervisor should send you an email two weeks prior to your start date that outlines the basics of the dress code policy for that agency. If you are interning in a state park or frequently go on site visits, you may be required to wear certain gear related to your position.
 - b. When attending professional development sessions, interns should follow business casual dress.
7. Do I get any time off?
 - a. As an intern, you earn the following:
 - i. Receive compensation for any scheduled work hours on state holidays.

- ii. Your supervisors will be flexible in accommodating your needs. If you need time off or need a change made in your schedule, communicate that need with your supervisor to come up with a plan.
- 8. What happens when I complete my internship?
 - a. Upon completion of your internship, your supervisor will complete a feedback survey about your performance. Your supervisor will go over this survey with you during your final week as an intern. You will also complete a feedback survey about the Team Kentucky Internship Program. If deemed appropriate, you will receive a letter of recommendation from your supervisor. In addition, you will be invited to attend a reception to receive your certificate of completion. You are encouraged to write or record a testimonial about your experience in the Team Kentucky Internship Program.
- 9. Is job placement guaranteed upon completion of my internship?
 - a. No, job placement cannot be guaranteed, however you will be granted interview preference upon completion of the Team Kentucky Internship Program. The Program Coordinator will explain the process of hiring and selection for a merit system position, and the process of the interview preference you will receive, should you choose to pursue future employment with the executive branch.

Intern Supervisors:

- 10. What are my responsibilities as an intern supervisor?
 - a. Primary responsibilities include:
 - i. Assign meaningful projects and tasks for the intern to work on throughout the duration of their internship.
 - ii. Provide support and resources to the intern to help them complete those projects and tasks.
 - iii. Ensure interns understand the expectations of their role in addition to agency policies and procedures.
 - iv. Meet with interns informally on a weekly basis.
 - v. Complete a feedback survey on your intern's performance at the end of the internship.
- 11. What should I do to prepare my intern for their first day?
 - a. Send a welcome email to your selected intern at least two weeks prior to their arrival. The Personnel Cabinet has typed an example email that will be provided to you. If you wish to create your own email, it should include an overview of the agency dress code and a tentative onboarding schedule.
 - b. The Program Coordinator will send all interns and supervisors the orientation agenda a month before the internship start date. Supervisors should re-send the orientation agenda in the welcome email.
 - c. The Personnel Cabinet has created a checklist that will be provided to you to ensure you are prepared for your intern's first day.
- 12. What is the difference between orientation and onboarding?
 - a. Team Kentucky interns will have both an orientation as well as a period of onboarding. While these two terms are frequently used interchangeably, they serve two different purposes in the Team Kentucky Internship Program.
 - i. Orientation will happen at the kick-off event on day 1. Interns will receive a broad range of information about state government, the Team Kentucky Internship Program, and will gather for the first time as a cohort.
 - ii. Onboarding will happen within the agency over the first week. Interns will learn rules, policies, and procedures that are specific to their agency. They will become acclimated as a new intern by meeting new co-workers, getting familiar with their workspace, learning what the expectations are of their role, and completing any required trainings.
- 13. Am I responsible for evaluating my intern?
 - a. No, formal evaluations are not used in the Team Kentucky Internship Program. Instead, you will complete a feedback survey and review it with your intern during their final week.