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Owner **Andrea Smith:**
Director
Innovation &
Community
Engagement (ICE)
Policy Area **Human
Resources**

Intern Onboarding Process

PROCEDURE PURPOSE

The purpose is to provide administrative procedures for the recruitment and selection of student interns to be placed within Detroit Wayne Integrated Health Network (DWIHN).

EXPECTED OUTCOME

1. Interns will have an enjoyable and successful on-boarding experience which in-turn results in interns who give their all for DWIHN.
2. Long-Term, successful interns convert to full-time employees whether placed with DWIHN directly or within the Provider Network.

PROCEDURE

Recruiting and Selection Steps

1. Post position via DWIHN website and internal email
 - a. Postings will occur quarterly (April for spring/summer placement, August for fall placement and December for winter placement)
 - b. Students must have completed at least 12 credit hours at an approved college or university
2. Route all inquiries to Director of Innovation & Community Engagement (ICE) for review
3. Initial Screening and Interview occurs by ICE or designee
4. Student referred to department with availability
 - a. Resume and writing sample provided

5. Interview with department
6. Provide Interview Decision Tool to ICE or designee
7. Placement letter provided to student by ICE or designee
8. ICE or designee to submit student documentation to Human Resources Assistant
 - a. Referral packet provided with department and stipend amount
9. Human Resources completes driving record clearance, drug screening request, & COVID-19 protocol.
10. Start Date determined with department
11. Clinical Specialist enter intern in MHWIN
 - a. Innovation & Community Engagement Department
 - b. Enter location of student if off site
12. Human Resources Assistant submit confirmation to IS department for computer access and ID
13. Orientation Scheduled
 - a. Orientation to occur at the start of each typical college semester (Fall, Winter, Spring)
 - b. Human Resources for first 2 hours and system orientation for remainder of day
14. Recipient Rights Scheduled by Clinical Specialist
15. Acceptance letter sent to intern with Orientation and Recipient Rights Schedule and DWC training

PROCEDURE MONITORING & STEPS

Who monitors this procedure:	Jody Connally / Director of HR
Department:	Human Resources
Frequency of monitoring:	Quarterly
Reporting provided to:	
Comments: This procedure is associated with the overarching Volunteer policy	

Approval Signatures

Step Description

Approver

Date

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