Regional Internship Program

Recruitment Timeline

nextgen SILICON VALLEY

Intern Coordinator Recommendations

1. Check in with leadership (City/Town/District Managers) on hiring needs
2. Plan an intern welcome event and exit process
3. Attend annual intern coordinators meeting
4. Check in with interns throughout internship
5. Support interns to attend learning forums

Dec - Jan 23-24

Discuss Internship Opportunities

- Discuss with your managers about department needs to see if there is a potential fit.
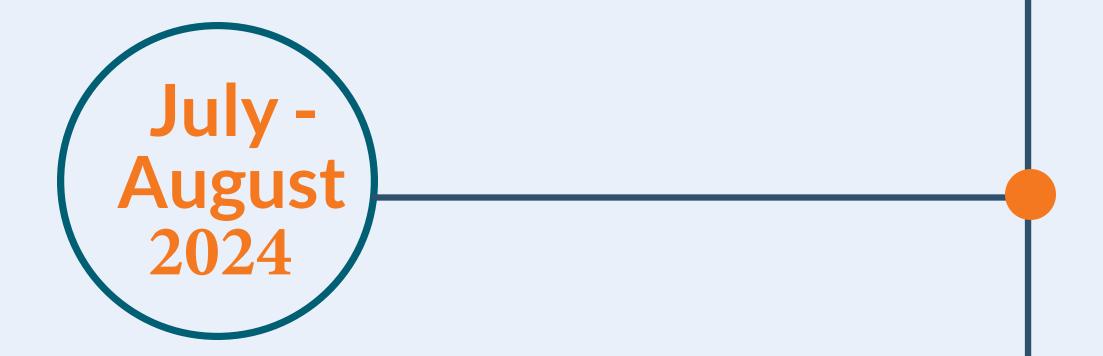
Feb - March 2024

Post Job Announcement

- Work with your department/ division to get announcements posted

- Post job announcements on Calopps, ideally by February.

April - May 2024

Review Applications

- Start conducting interviews
- Making offers
- Reference checks

May - June 2024

Interns to Begin Assignment

- Interns should be onboarded by June to get acclimated in your organization.

July - August 2024

Interns to Attend Learning Forums

- 2 Regional learning forums will be held in July 2023

Any questions? Please contact Chaten Berry at Cberry@smcgov.org for additional details.