

**PROFESSIONAL INTERNSHIP PROGRAM
Internship Development Plan (IDP) Form**

Description: Professional Intern Program

The department-driven program offers students and recent graduates a professional learning experience with the unique opportunity to gain meaningful work experiences, enhance their academic and professional pursuits, and develop career readiness through on-the-job training.

Professional Interns will be employed with the University as term employees, typically no less than 6 months and no more than 2 years.

Link to Guidelines: <https://hr.unm.edu/professional-internship-program>

Link to Policy: <https://policy.unm.edu/university-policies/3000/3210.html>

This form must be submitted with your requisition

Section I. Type of Intern

[Professional Support Intern/A2099/SN/Grade 08](#)

[Professional Intern/A3009/SN/Grade 09](#)

[Professional Intern/Technical/F3099/SN/Grade](#)

Section II. Targeted Position

Pclass Title:		Pclass Code:	
Grade:		FLSA Code:	

Section III: Employment Type

Professional Intern (term) to Regular Staff Position – upon program completion, available for placement into a regular staff position. The Professional Intern must meet the minimum requirements of the targeted position upon completion of the program.

Professional Intern (term) – only intended to remain in a term position for the program duration, at which time the term employment will end.

Section IV: Posting Request

Competitive

Non-Competitive – justification required if requesting to post non-competitively; the non-competitive justification must identify and support requests for intended placements into a regular position

Justification for Non-Competitive Posting Request:

Hiring Details:

Org Code:		Org Description:	
Supervisor of Record:		Supervisor Title:	

IDP Initiation

Section V: Internship Development Plan – ALL employment types MUST complete an IDP	
Outline the expectations and responsibilities to be performed during the internship program. The responsibilities should align with the <i>primary duties of the targeted position</i> , focus on developing the Professional Intern, and provide mentorship opportunities throughout the program.	
Action Plan - Duties and Responsibilities:	
List the Top Five Responsibilities & Describe How Each Responsibility Will Be Accomplished	
1.	
2.	
3.	
4.	
5.	

 (Supervisor Printed Name) (Signature) (Date)

 (Employee Printed Name) (Signature) Date)

Supervisor must save a copy of the IDP which will be used when placing the intern into a regular staff position at the program completion (if applicable).

For HR Internal Use Only		
Approved Initiation	Denied Initiation	
_____ (HR Printed Name & Title)	_____ (Signature)	_____ (Date)

IDP Completion and Placement into a Regular Staff Position

Section VI. IDP Completion and Placement into a Regular Staff Position – COMPLETE ONLY IF APPLICABLE				
Did the employee successfully complete all the items listed in Section V? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Explain how the responsibilities were met.				
Incumbent Details:				
Employee Name:		UNM ID No.:		Proposed % Increase:
Current Salary/ Hourly Rate:		Proposed Salary Hourly Rate:		
Upon completion of this section, submit to comp@unm.edu . Please include a copy of the IDP submitted at the program's initiation and a SPET Grid for the targeted position.				

(Supervisor Printed Name)	(Signature)	(Date)
---------------------------	-------------	--------

(Employee Printed Name)	(Signature)	(Date)
-------------------------	-------------	--------

IDP Review and Certification for Completion and Placement to Targeted Position For Internal HR Use Only	
Yes	The department has been free of layoffs in similar classifications for the past 12 months The incumbent meets the minimum qualifications of the targeted position The requested salary is within the SPET calculated range Verified all goals were met
No	
HR Notes:	

Approved Completion Denied Completion

(HR Printed Name & Title)	(Signature)	(Date)
---------------------------	-------------	--------