

Overall Process for the Process Technology Internship Program

Screening:

The actual screenings that will narrow the applicant pool are the initial requirements for applying for the scholarship, which are as follows:

- Overall grade point average to apply for the interview; if accepted for internship, the student must have a 3.0 grade point average in every class, including all of the process technology classes
- Written satisfactory academic progress from the instructor
- Highly detailed letters of recommendation from former employers
- One-two page essay which describes in detail, goals, technical abilities, leadership and teamwork qualities
- Detailed description of all job duties, technical training and past technical work experience

Points to Consider in Screening Down to the Final Applicants:

- 3.0 grade point average in all classes
- Technical training
- Past job experiences and strength of the letter of recommendation
- Ability to be part of a renewal workforce

Interviewing:

See attachments

- A Guide for Employers Interviewing Intern Candidates
- Template for the Interview
- A Guide for Evaluating the Candidates

Selection Criteria:

Multiple criteria must be considered for final internship selection, as follows:

- Total points on the student interview packet
- Results of the Work Keys tests
- Recommendations from the interview team

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Student Application

See Attachment

Interview Guide

See Attachment