

WYOMING DEPARTMENT OF AGRICULTURE
INTERNAL POLICIES

PERSONNEL INTERN POLICY

MARCH 2007

Section 1. Requirements. All department interns **should keep a job journal in an appropriate format** along with samples of any completed work (such as news releases, etc.).

All interns will be required to make a presentation to the Board of Agriculture at the scheduled meeting held during state fair. The presentations will be 10 minutes long. The journal/scrapbook should be brought to this meeting to share with board members during breaks.

Section 2. Training. **Interns will participate in a new employee orientation and receive appropriate training on policies as appropriate: defensive driving, ethics, anti-discrimination, etc.**

Section 3. Start Dates and Hiring Requirements. Managers hiring an intern will notify Administration two weeks in advance of the start date so that a contract may be created. Interns may not start before the contract is finalized.