

## Enclosure #2

### SAAIP Positions

The Office of Equal Opportunity & Diversity Programs evaluates the submissions and selects those to be funded based on equitable distribution across the divisions and the criteria listed below:

- ❖ The extent to which the employment experience will provide meaningful and substantive work experience for the student intern and help achieve institutional diversity goals,
- ❖ The extent to which the work is directed toward reaching and including underrepresented populations,
- ❖ Whether the work experience is in a substantive area where UWEX has experienced difficulty recruiting underrepresented affirmative action group members, and
- ❖ The likelihood of successfully recruiting underrepresented group members to fill the position.
- ❖ The extent to which the supervisor fulfills, or is willing to fulfill the responsibilities outlined below.

### Supervisor/Department Responsibilities

#### ***Before they start and during their internship.***

- Spread the word! Please use your university and community contacts to advertise your position. We frequently have trouble recruiting for the rural county positions.
- Screen applicants carefully. Make sure they are interested in your position. If they just want a summer job, it defeats the purpose of the program, which is to recruit interns to permanent positions.
- Once you've hired an intern, expose them to ALL aspects of your department. Make the intern aware of the big picture of your department and UWEX, not just their cubicle.
- Mentor students about their career goals, etc. Encourage them to consider employment with UWEX. Arrange a meeting with them and your divisional HR representative to discuss employment/career options.

#### ***Prior to their last day at work.***

- Urge them to consider an Extension career while this work experience is still fresh.
- Reaffirm the intern's contributions to their work units.
- Fill out an evaluation form and discuss it with your intern. Give your intern an evaluation form and encourage them to submit it to our office.
- Get a copy of their resume.
- Get their follow-up contact information for future reference and give them yours.

#### ***After the intern has left your employment.***

- Contact your intern quarterly and ask them how things are going, and if they would be interested in working for UWEX—perhaps in the SAAIP program again, if they are eligible, or as a permanent career if they are graduating.
- Think about your intern's strengths and weaknesses, and try to identify other areas that might give the student valuable experience in their chosen field. Network for your student!
- Encourage other departments to participate in the SAAIP. Successful departmental partnerships have been developed in past years in an effort to give an intern a broader range of experience.