



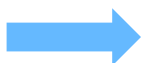
Team Kentucky
Internship Program

Program Overview

The Team Kentucky Internship Program is a new, exclusive internship program that was developed with students in mind! It is intended to provide students the opportunity to gain meaningful experience and employment in state government.

In addition to developing practical workplace skills in a variety of professional areas, interns are effectively introduced to the exciting career options in public service. The program strives to provide opportunities for students to gain first-hand experience, knowledge and understanding of governmental processes through various fields. An internship opportunity gives students insight into considering a future career within state government.

[Read more about the program](#)



Interns who successfully complete the program guidelines throughout the duration of the program will be eligible to receive interview preference for future employment within the executive branch.

Criteria

Eligibility Requirements

- Applicant must be enrolled at an accredited Kentucky post-secondary school* or other educational institution approved by the Kentucky Personnel Cabinet.
- Applicant must be in good standing with the school with at least a 2.5 grade point average at hire.

*High school students who are enrolled in college-level courses with a 2.5 GPA may also qualify and apply to participate in the program.

Application Requirements

Students must apply on the careers website to the specific Co-Op/Intern position they are interested in, or they can apply to the Team Kentucky general requisition if they need assistance matching their area of interest. Applicants must upload a copy of their unofficial transcript with the submission of their application. The document will be reviewed to ensure all requirements are met before students are approved for the program.

International Students

The Personnel Cabinet does not have a role in visa sponsorship decisions. Those decisions are made by hiring agencies in accordance with United States federal law. You should direct any questions you have about visas to the employing agency at issue.

Program Benefits

- Paid hands-on job experience to add to your resume.
- Professional development opportunities offered exclusively to Team Kentucky interns to help you grow personally and professionally.
- A professional headshot.
- Receive a letter of recommendation upon successful completion of the internship.
- Networking opportunities with other interns, mentors, and state employees.
- Have a positive impact on Kentuckians in an internship in public service.
- Receive compensation for any scheduled work hours on state holidays.
- Earn hours of sick leave in compliance with unclassified leave regulation and one month of service for any month that 100 hours are worked/paid during the month.

Intern Responsibilities

- Comply with all agency rules, regulations, policies and safety procedures. If you are unsure about what to do in a situation, it is best to consult with your supervisor.
- Ask questions when unclear about a project or task.
- Show initiative! You bring value to our state agencies and can provide fresh ideas and perspectives.
- Be receptive to feedback from your supervisors. They are there to help you grow throughout your internship.



Questions?

Email angie.hilen@ky.gov for more information.