

# SAAIP FAQs

## Q: How do I recruit candidates for my SAAIP internship?

The state Department of Personnel Management (DPM, formerly OSER) will conduct **limited** recruiting for your SAAIP internship. As of this year, we are also requiring all departments to post and recruit locally for their SAAIP positions, as departments who have done this in the past have had the most success attracting and hiring qualified applicants.

The Office of Equity, Diversity, and Inclusion will provide a list of general resources you can use to recruit for your position. However, you should also collect and utilize resources specific to your division, region, or program area. Your Human Resource contact may also be able to provide additional suggestions to enhance your search process.

## Q: Who is eligible for an SAAIP internship?

A: SAAIP internships are open to students currently enrolled in an accredited post-secondary institution. Post-secondary institutions may include technical schools, two-year colleges, four year colleges, or graduate and professional schools. Additionally, SAAIP interns must reside and/or attend school within the state of Wisconsin.

## Q: Do the internships include college credit?

A: Internships **may** be eligible for college credit. However, this determination is made by the student intern's home campus, and the request must be initiated by the student.

## Q: How do I hire my SAAIP intern?

A: SAAIP interns are hired through the same process as other student employees. Coordinate with your campus or departmental Human Resources department to make sure that you are following correct hiring procedures.

At the time of hire, the Office of Equity, Diversity, and Inclusion will also ask you to submit program-specific paperwork used by OSER for applicant tracking.

## Q: Who provides funding for my SAAIP intern?

A: Funding for your SAAIP intern is split between your department and the chancellor (administered through the Office of Equity, Diversity, and Inclusion (OEDI)). Your department will pay your intern's salary costs up front and be reimbursed by the OEDI for up to 50% of these costs at the end of the program. Coordinate with your Human Resources or Financial Services department **before** submitting your application to confirm that you have a funding stream available for SAAIP expenses.

## Q: How will SAAIP funding from the OEDI be distributed?

A: All SAAIP 2017 funding will be awarded **after** the successful completion of the internship. Your department must pay all intern salary costs up front and invoice us. Before submitting your application, please establish which funding string will be used to pay your intern's salary expenses.

In September 2017, invoice the Office of Equity, Diversity, and Inclusion (c/o Evetta Sloan) for 50% of your intern's salary costs for actual hours worked, up to your award amount.