



Public Service Graduate Internship (PSGI) Program Host Recruitment Frequently Asked Questions (FAQ)

What is the purpose of the PSGI Program?

The PSGI Program is designed to develop tomorrow's public service leaders by providing graduate students from the University of Alberta employment opportunities that build upon their scholarly knowledge of the public service.

What value does the PSGI Program offer me as a Host organization?

As a Host organization, you gain access to top-talent graduate students from Alberta's premier post-secondary institution. You also receive 50/50 cost-matching from the University, making this an affordable option for meeting your part-time staffing needs.

Who are the interns?

The PSGI Program draws the top full-time graduate students from the University of Alberta. These interns are drawn from a variety of fields, ranging from political science and business, to health and environmental science (and beyond).

Who is the lead organization in the PSGI Program?

As the lead PSGI partner, IPAC Edmonton facilitates connections between the University of Alberta and public sector Host organizations. IPAC Edmonton also serves as the employer of each intern, with interchange agreements being signed with each host organization.

Who are the PSGI Program partners?

The PSGI Program was designed in partnership with IPAC Edmonton and includes partners from the University of Alberta Faculty of Graduate Studies and Research, and public sector organizations including the Government of Alberta, Government of Canada, and City of Edmonton. Indigenous, nonprofit, and private sector partners were also welcomed in 2018.

How is the PSGI Program structured?

The Program consists of a 42-week term over the course of the calendar year. Interns complete two 21-week placements -- one within one level of government, and a second with another level or sector.

Who will be responsible for identifying, recruiting and matching interns with my organization?

IPAC Edmonton will lead the recruitment and screening of interns, facilitate interviews, and subsequently match interns to appropriate Host organizations. Host organization supervisors are as involved in the placement process as they wish, participating in the screening, interviewing, and placement process to the extent that they



deem desirable.

How much do interns get paid?

Our 2018 interns are paid an hourly salary of \$25.00 and commit up to 12 hours of per week. These rates were negotiated among all PSGI partners. A similar consensus will be reached among 2019 partners, once all government hosts are identified. Rates and hours of work are anticipated to be very close to those in 2018.

As a Host, what is my financial obligation to participate in the PSGI Program?

The students' post-secondary institution commit 50% of each intern's salary, with the remaining amount covered by the Host organization. Government hosts are also asked to contribute to the salary of the PSGI Project Manager's salary; the Project Manager is an intern employed by IPAC Edmonton to administer the Program. In 2018, each host organization committed approximately \$7,500 annually to participate in the Program; a similar amount is expected in 2019. IPAC Edmonton will facilitate the payment of interns on a monthly basis. Host organizations will be invoiced monthly.

What is expected of me as a Supervisor?

As a Supervisor, you will be responsible for identifying and providing meaningful projects and learning experiences for the interns, orient interns to organizational structures and functions, collaborate and approve the intern's performance agreements, and ensure students have access to appropriate resources, including workspace, data, individuals, and networks to complete their assigned work. As a Supervisor, it is expected that opportunities for leadership development consistent with intern's learning plans and performance agreements are provided. Lastly, supervisors are asked to attend a total of up to four (4) orientation and professional development sessions with their respective interns.

How do I become a PSGI host?

Due to overwhelming demand, IPAC is recruiting *Edmonton-area hosts* on a competitive basis. Interested parties may submit an expression of interest by email to Program Director, Kimberley Simmonds (kimberley.simmonds@gov.ab.ca) by July 20. Please include:

- A short description of what your organization does
- The type of work or projects that interns might assist with
- Names of any organizations (and associated contact persons) with whom your organization might be partnered

Please note that financial commitments will not be sought until hosting organizations have been selected.

All applicants will be contacted for a follow-up interview, to assess the suitability of their organizations as hosts. A timeline of key milestones is listed below.

July 20, 2018:	Hosts Recruitment Application Deadline
August 1, 2018:	Successful Host Organizations selected
Week of September 3, 2018:	Intern Recruitment Opens
Week of October 23, 2018:	Interview Prospective Interns
October 31, 2018:	Successful Interns selected
Week of November 26, 2018:	2019 PSGI Host/Intern Orientation Meeting
January 14, 2019:	2019 PSGI Program Launches

Who do I contact for further information?

Program Director Kimberley Simmonds (kimberley.simmonds@gov.ab.ca) is happy to answer any questions you may have.

