

INTERN REQUEST FORM

REQUEST DATE	
YOUR NAME & TITLE (Person Requesting an Intern)	
DEPARTMENT REQUESTING AN INTERN:	
INTERN TITLE	
NUMBER OF INTERNS REQUESTED	
TIME PERIOD OF INTERN (Fall/Spring/School Year/Summer) Preferred Start Date and End Date	
INTERN MANAGER (Job Title and Name)	
STATUS : FT or PT Expected Work Hours	
IS IT IN YOUR CURRENT BUDGET? If yes, how much is budgeted for this role? If no, please send separate budget request	

To provide a quality experience for the intern and our organization, we expect that any requesting department has a plan on how they will utilize an intern and what the intern will gain from their experience. Please provide the details of what the intern will work on, be included in and gain from the experience.

HOW MUCH TEAM PARTICIPATION WILL THE INTERN HAVE?	
DESCRIPTION OF PROPOSED INTERNSHIP PROJECT OR RESPONSIBILITIES (ATTACH SEPARATE SHEET IF NEEDED)	
EXPECTED BENEFIT TO INTERN AND ORGANIZATION	
REQUIRED SKILLS & REQUIREMENTS (Technical, Functional, Computer Programs, Soft Skills, etc.):	

Approved	Yes / No
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TILLEY WORKFORCE SOLUTIONS

www.tilleyworkforcesolutions.com

For questions and partnerships, contact Alison Niermann
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