

# DPPEA Intern Hiring Procedure

**Background:** The DPPEA Intern Program is administered via a contractual agreement with The Water Resources Research Institute (WRI). WRI is located on the NCSU campus in Jordan Hall. This document outlines the three phases of candidate selection: Recruitment, Interviewing and Hiring.

## **I. Recruitment:**

- Contact WRI to initiate the intern recruitment process;
- Provide WRI with a written position announcement that outlines tasks and work expectations; and
- Upon closing of the position, WRI will forward a packet of applicants to the hiring supervisor at DPPEA.

## **II. Interviewing:**

- Select one additional staff member to review the applications in order to determine candidates that are most qualified;
- Contact candidates to schedule interviews;
- Prior to interviewing candidates, formulate an appropriate list of questions based on job requirements and related work activities; and
- During the interview outline job duties, work hours and pay rate of the position.

## **III. Hiring:**

- Contact the chosen candidate to verbally extend them a job offer;
- If the candidate accepts the position, provide an offer letter to both the candidate and WRI; and
- Instruct the candidate to report to WRI in order to complete initial work documentation.

### WRI contact:

Ms. Kelly Porter, Environmental Education & Communications Coordinator  
{ HYPERLINK "mailto:Kelly\_Porter@ncsu.edu" }  
919-515-2815

# **SAMPLE**

## **DPPEA Intern Position Announcement**

Nov. 21, 2003

The Water Resources Research Institute, through funding from the Division of Pollution Prevention and Environmental Assistance (DPPEA) { [HYPERLINK "http://www.p2pays.org"](http://www.p2pays.org) } , a non-regulatory division of the North Carolina Department of Environment and Natural Resources, is seeking a qualified student for an open intern position. The intern will provide direct technical assistance to North Carolina industries, businesses, trade associations, and state agencies. Specific duties include updating existing Web sites and preparation of graphics and technical information for new Web sites, development of case studies, fact sheets and technical reports/information outlining cost-effective pollution prevention and waste reduction options. The intern will also offer support to full-time staff on projects related to water conservation, environmental management systems, technology development, environmental training activities, and industrial waste assessments. Students in environmental studies, engineering, economics, and other related curricula are encouraged to apply.

The selected individual is expected to work 12-20 hours per week during the semester and up to 40 hours per week in the summer. The pay rate is \$12.50 per hour.

Submit your resume and cover letter to Ms. Kelly Porter, Water Resources Research Institute, Campus Box 7912, North Carolina State University, Raleigh, NC 27695-7912. Application closing date is December 12<sup>th</sup>, 2003. More specific information about this internship may be obtained by contacting Ron Pridgeon at (919) 715-6517.

## **SAMPLE: INTERN INTERVIEW QUESTIONS**

CANDIDATE: \_\_\_\_\_

Date: \_\_\_\_\_

Interviewer: \_\_\_\_\_

1. What is your definition of pollution prevention?
2. Please describe any work experience or course experience you have with industrial processes.
3. Think about a situation that you worked in a team environment. How would your team-mates describe you? What areas would your team-mates say that you need to improve upon?
4. What knowledge do you have of environmental regulations?
5. Please think of an event that you recently planned. What steps did you take to ensure success?
6. What is your proposed work schedule? Is this flexible to attend special meetings/other events?
7. Why are you the best person for this position?

North Carolina  
Department of Environment and Natural Resources  
Division of Pollution Prevention  
and Environmental Assistance

Michael F. Easley, Governor  
William G. Ross Jr., Secretary  
Gary E. Hunt, Director



## **SAMPLE INTERN HIRING LETTER**

January 30, 2004

To: Ms. Kelly Porter  
Water Resources Research Institute

Fr: Ron Pridgeon  
NC DPPEA

Re: Intern Candidate Selection

Dear Ms. Porter:

Thank you for assisting our division with intern recruiting. We would like to extend an internship to Ms. Ashley Fang-Yun Yeh. She is a student of NCSU and will start on February 5<sup>th</sup>, 2004.

This position will be on-going and draw funds from our existing contract (# H-9001) with WRRI. The pay rate is set at \$12.50/ hr.

Again, thank you for your assistance. If you have any questions related to this matter, please feel free to contact me at 919-715-6517 or via email at {  
HYPERLINK "mailto:Ron.Pridgeon@ncmail.net" } .

1639 MAIL SERVICE CENTER, RALEIGH NC 27699-1639  
Phone: 919.715.6500 \ Fax: 919.715.6794 \ Web: [www.p2pays.org](http://www.p2pays.org)

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DPPEA Toll Free Hotline: 1.800.763.0136

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