**Process for Hiring a Paid Intern**

If you are looking to hire a paid intern, please follow the instructions below:

Vacant position:

* Post the job
* If no one applies, email Janet Pulleyn – jpulleyn@washoeschools.net
	+ Janet will contact all interns in the content area and ask them to contact you
	+ Interview interested interns
	+ Choose an intern for the job
	+ Email the name/college of the intern you selected to Janet
	+ Janet will contact the college for approval
	+ After college approval, Janet will send you two documents to complete
		- Paid Intern Request Form
		- Request to Hire Outside of Pool (RHOP) Form
	+ Janet will email you with an approval from HR

Teacher on Leave:

* Contact Janet about the position you are trying to fill
* If the position could be filled with a long-term sub, Janet will contact the long-term subs
* If we can fill the position with a paid intern, Janet will contact the interns and ask them to contact you
* Janet will send you the RHOP Form to complete

If you have any questions, please reach out to Janet – jpulleyn@washoeschools.net. Thank you!