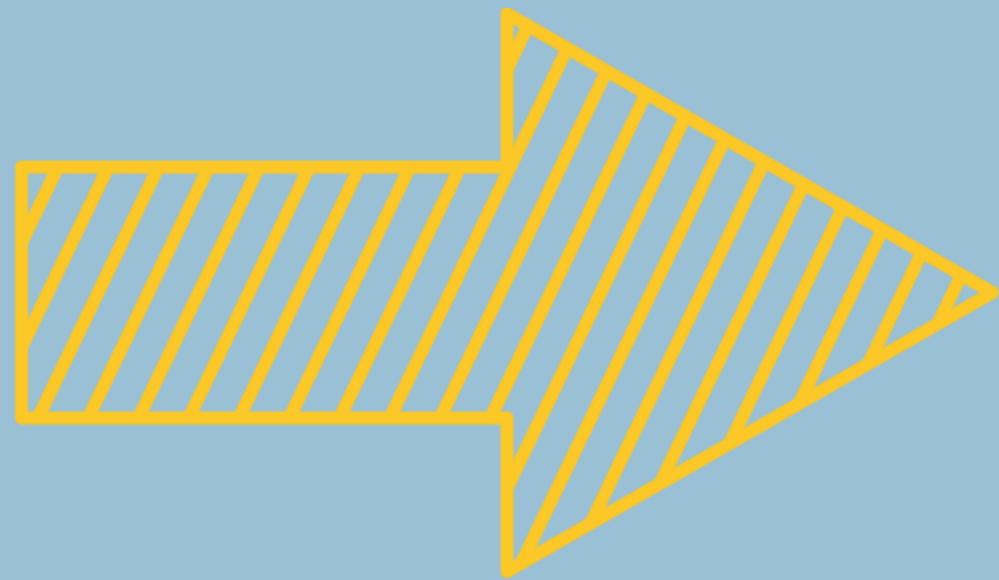


# City of Hampton Internship Program



# Program Overview & Goals



- College students will experience a dynamic learning environment to apply their academic skills in a real-world setting.
- College students will engage in a number of activities and receive an immersive experience in the workings of city governance.
- The program provides an opportunity for college students to bridge the gap between theory and application, leading to personal and professional growth.

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- Equal Employment Opportunity
- Career Opportunities +
- Internship Program**
- Compensation & Classification +
- Personnel Policies Manual, Instructions
- Benefits Overview +
- Why I Serve
- Employment Verification
- Sorry to See You Go
- About Us

[Home](#) > [Government](#) > Human Resources

# HUMAN RESOURCES

The Department of Human Resources encourages and values diversity and promotes personal and professional development in the City of Hampton.

**The city is V-3 certified.** V-3 stands for "Virginia Values Vets," a program that helps employers hire veterans. Certification signifies a company's commitment to veterans. The City is also a Virginia SkillBridge Program Approved Provider. Fellowship opportunities can be accessed through our online employment system.



## AMERICANS WITH DISABILITIES ACT (ADA)

The City Attorney's Office also assists the City's ADA Coordinators to ensure compliance with the requirements of the Americans with Disabilities Act. [Read more](#) about how to request an accommodation or submit a question relating to ADA accessibility.

## WORKING TOGETHER

People are our most valuable asset, and no single factor is more important to the city than having motivated people in every position, thriving on challenge and committed to excellence.



**NICOLE CLARK**

Human Resources Director

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**Hours**

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8 a.m. - 4:30 p.m.

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## INTERNSHIP PROGRAM

The City of Hampton Internship Program offers a unique and dynamic learning experience for students looking to apply their academic skills in a real-world setting. Participants in this program will engage in hands-on projects, support daily operational tasks, visit key sites in the city, and engage with key stakeholders, providing an immersive experience of the workings of city governance. This program is an excellent opportunity for students to bridge the gap between theoretical knowledge and practical application, leading to personal and professional growth.

The duration of the internship varies depending on academic program and department requirements. Interns will receive compensation if accepted into the program.

Program eligibility requirements include:

- Currently enrolled in a program of study or a recent graduate (within 12 months) from an accredited college/university or technical/vocational institution
- Proof of good academic standing

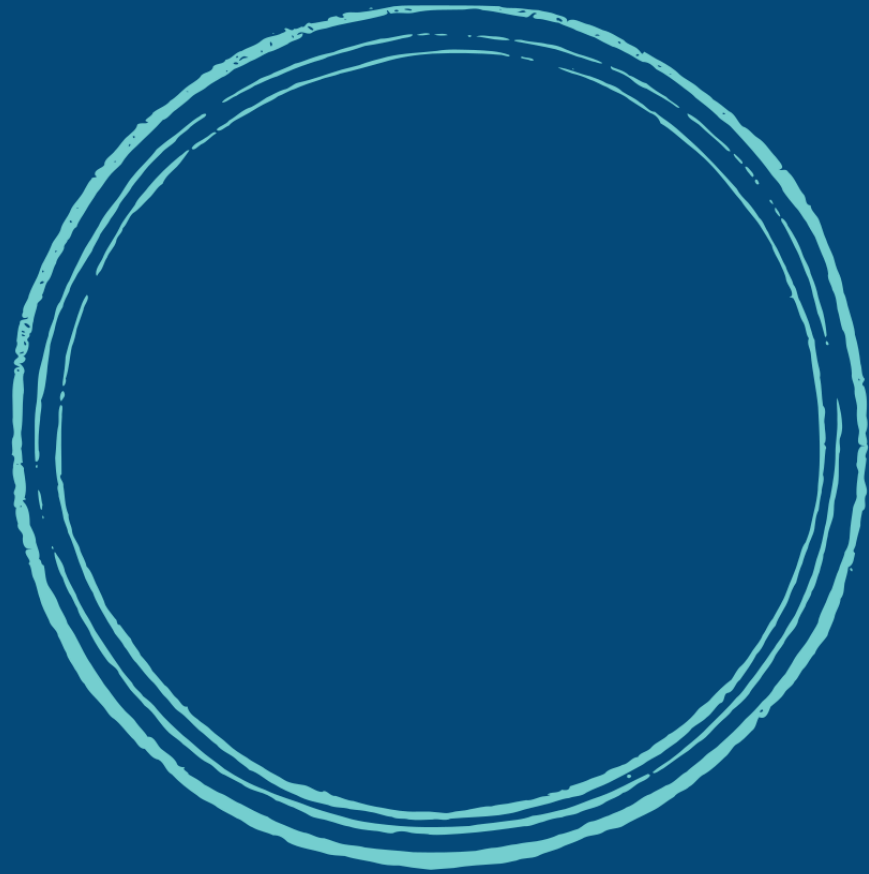
[Apply now](#)



There are more fields of study opportunities available. Above is just a sample of offerings.

<https://hampton.gov/4168/Internship-Program>

# Program Components



- Centralized in the Human Resources Department the internship program will be consistent across all City departments.
- Students strategically placed in one of our various departments to acquire practical experience aligned with their field of study.
- Human Resources and departments collaborate to create tailored work plans and enhanced learning opportunities.

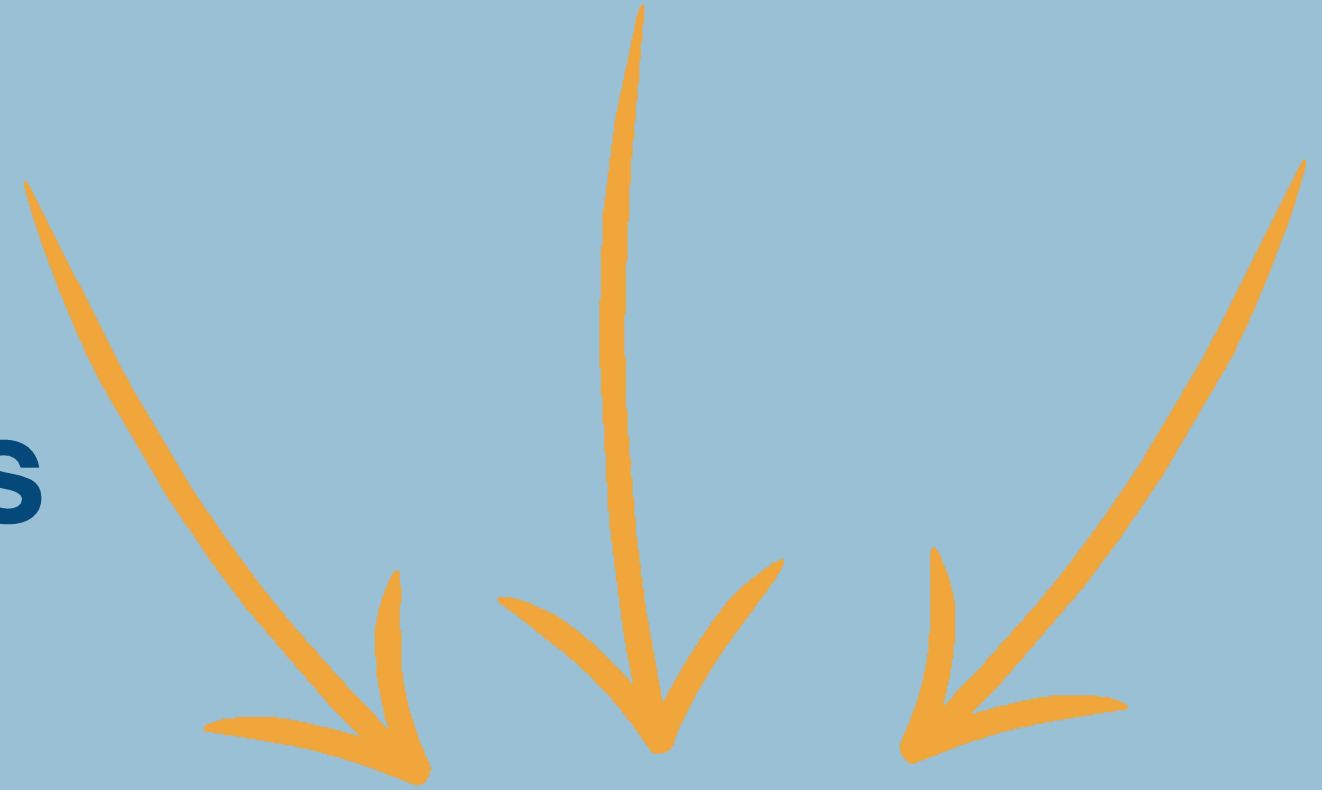
# 1.

## Centralized Coordination

Human Resources will act as a central point of coordination for all internship placements. This means that while departments will still participate in the selection of interns, Human Resources will facilitate the process to ensure a smoother and more standardized experience for all involved.

# 2.

## Customized Internship Plans



Each department has unique needs and goals. Human Resources will work closely with department heads to create customized internship plans that align with departmental objectives while providing valuable learning opportunities for interns.

---

# 3.

## Cross-Departmental Exposure



To enhance the intern experience, Human Resources and departments will actively explore opportunities for interns to work on **cross-departmental projects**. This approach will broaden their knowledge and skills while fostering collaboration among teams.



# 4.

## Support and Resources

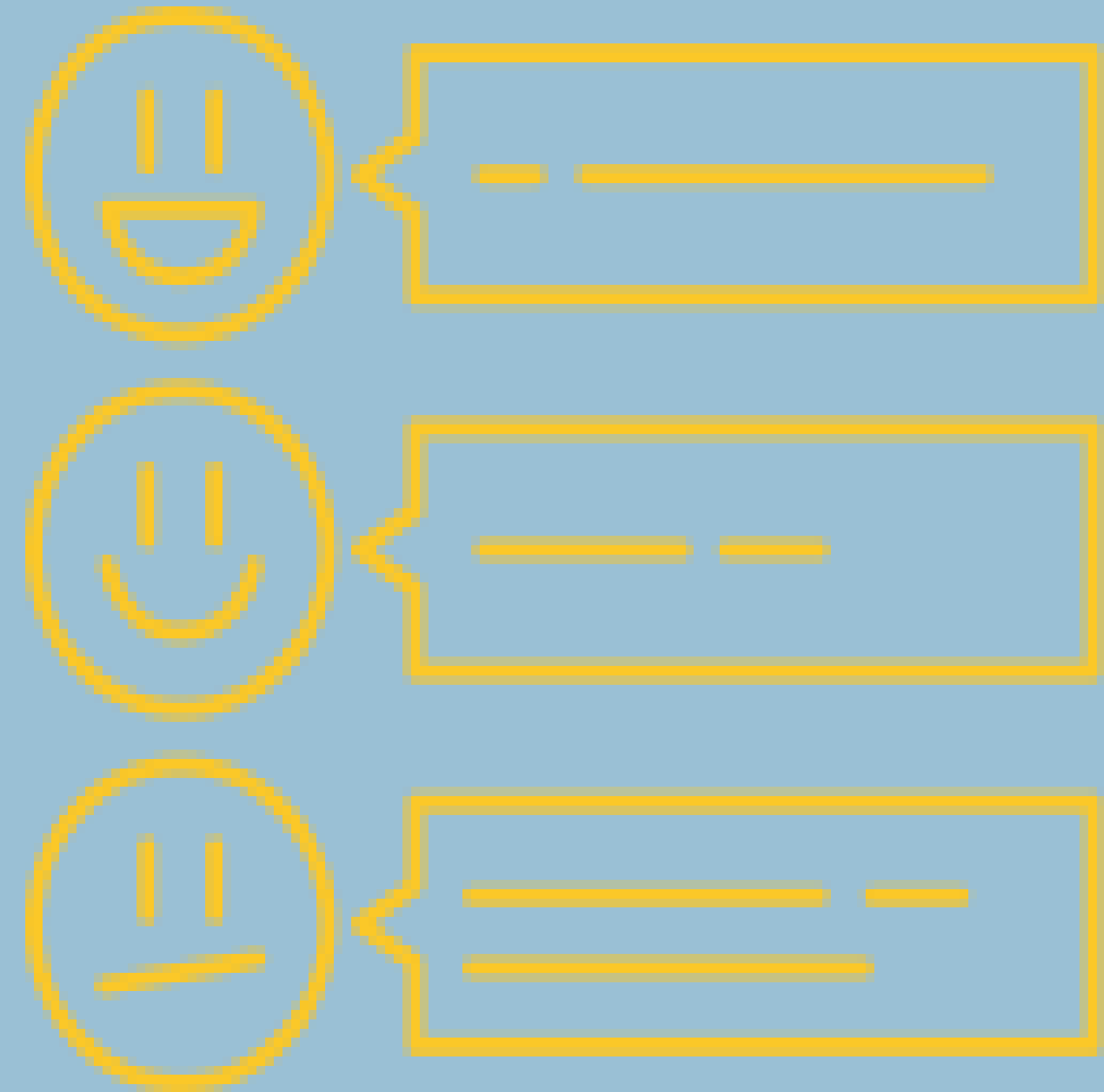
Human Resources will provide support and resources to both interns and department supervisors. This ensures that interns receive guidance and feedback throughout their internship, helping them grow professionally.



# 5.

## Feedback and Evaluation

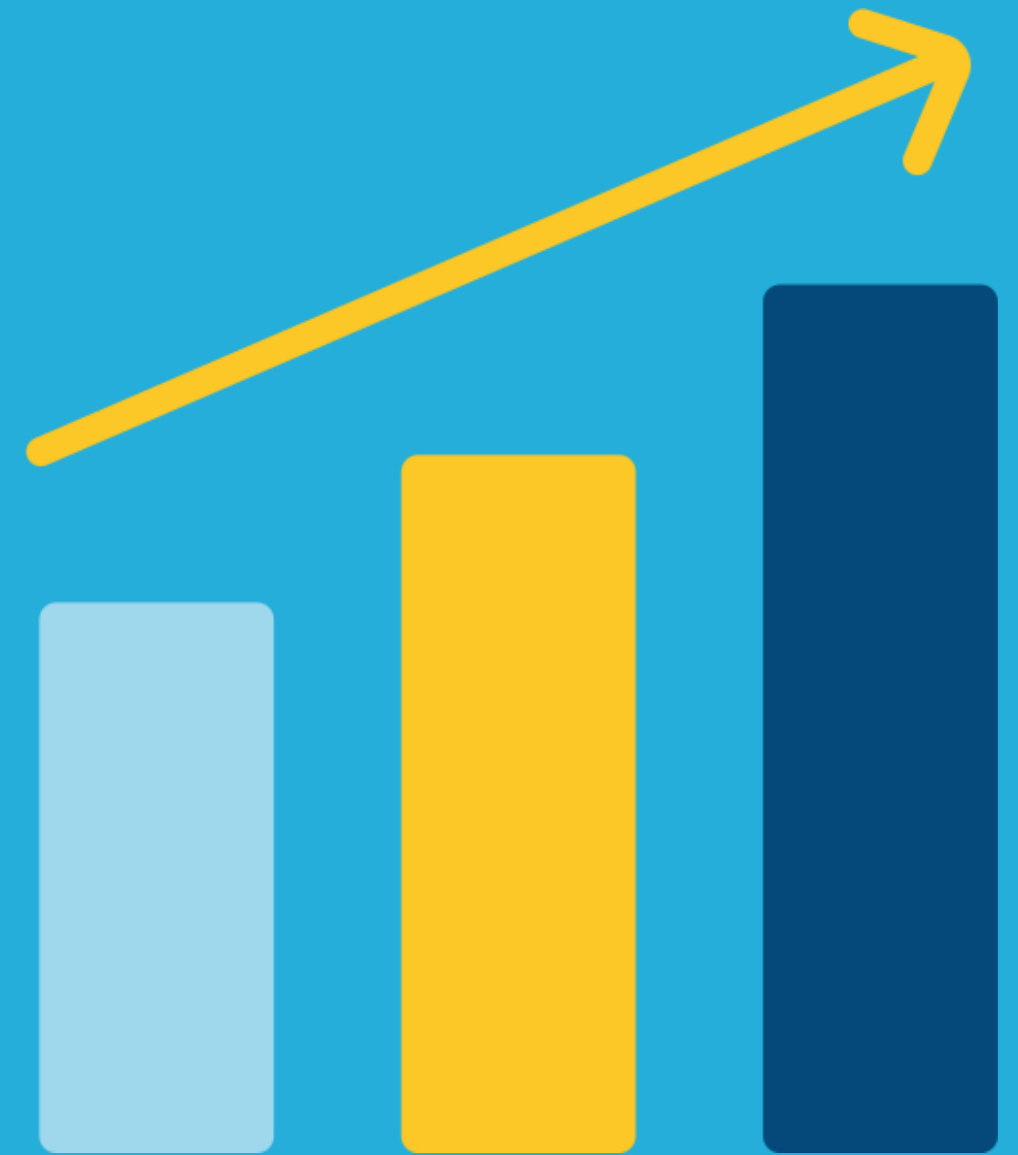
Human Resources will implement a standardized feedback and evaluation process to assess the impact of the internship program. This will help identify areas for improvement and ensure that both interns and departments benefit from the experience.



# Our Shared Goal

Ultimately, our goal is to maintain the flexibility and individuality of departmental internships while enhancing the overall quality and impact of the internship program.

By working together, we can create a more collaborative, enriching, and supportive experience for college and graduate level interns, which, in turn, will contribute to the continued success of our high performing organization.



# Recruitment

While Hampton provides diverse employment initiatives like our Summer Youth Employment Program, SkillBridge, Fellowships and Apprenticeship programs across various departments, the internship program specifically targets local college students and recent graduates.

This program aims to offer course credits and hands-on experience, ultimately fostering a pipeline for recruiting future employees.



# Strategic Vision

The City of Hampton Internship Program strives to align its strategic priorities by providing practical experience in projects that foster economic growth, community development, environmental sustainability, educational advancement, and public safety. This not only furthers the City's strategic goals but also bolsters recruitment by identifying and training potential future employees who are invested in these objectives.



# Next Steps

- Application Deadline – March 3, 2024
- February – March
  - Review & Screen Applications
  - Finalize Department Work Plans
- March – April
  - Select interns (8 participants)
- May – August
  - Internship program dates

QUESTIONS?