

MISSOURI DEPARTMENT OF TRANSPORTATION

**PROCEDURES MANUAL
FOR PERSONNEL POLICIES**



Procedures for Policy Number and Title 0518, "Internship Program"	Effective Date of Procedures June 1, 2025
Approved By Ashley Halford, Human Resources Director, Signature on File	Supersedes Procedures Dated July 13, 2016

PROCEDURES

1. The Internship Coordinator (IC) can assist in the recruitment and interviewing of interns and can provide hiring recommendations, if so requested.
2. After a conditional job offer has been made, the Human Resources (HR) representative should schedule a pre-employment drug test according to Personnel Policy 2508, "Drug Testing Program." The HR representative will notify the Employee Health and Wellness Unit of the scheduled drug test date.
3. Districts/divisions/offices are responsible for informing interns of the requirements of Safety and Emergency Management's "Safety Policy Manual" as well as any other relevant safety equipment they may need for their job.
4. Districts/divisions/offices should respond to those individuals applying, but not selected, and encourage them to continue to consider the department for future opportunities.

CROSS REFERENCE:

[Personnel Policy 2508, "Drug Testing Program"](#)

[Safety and Emergency Management Policy Manual, "Protective Footwear"](#)