



## **Texas Internship Challenge Frequently Asked Questions**

### **1. What is the Texas Internship Challenge?**

The Texas Internship Challenge is a recommendation from the Texas Workforce Commission, Texas Education Agency and Texas Higher Education Coordinating Board to the Governor's Office, as part of the Tri-Agency Initiative, challenging industry and employer partners to offer more paid internships for Texas students.

### **2. What is TXInternshipChallenge.com?**

TXInternshipChallenge.com is a free website where employers can post internships and students can apply for them.

[TXInternshipChallenge.com](http://TXInternshipChallenge.com) offers access to thousands of internship postings offered around the state, is designed to meet accessibility guidelines, offers veterans' preference hiring, and supports technical as well as non-technical positions.

### **3. What is an internship?**

An internship is a formal employment program offering real-world experience for early career professionals in an occupation. Internships are typically seasonal, aligned with post-secondary education semesters - spring, summer and fall - and can range from several weeks to several months. Employers are increasingly looking to recruit staff that possess some relevant workplace experience which can be gained through internships.

### **4. What are the benefits of internships?**

The Texas Internship Challenge addresses a workforce need which we hear frequently from employers: students need to acquire workplace readiness skills to be more competitive for the full-time job search. Internships provide students the opportunity to explore our state's in-demand occupations, gain professional experience, and make connections with professionals which can lead to a reference or a job.



Internships provide employers the opportunity to explore talent, benefit from different and developing skill sets, and train candidates for full-time positions.

## **5. Are internship positions paid?**

Texas Workforce Commission encourages Texas employers to offer paid internships. Organizations are likely to attract a broader and more diverse set of applicants and have the position taken more seriously by those who apply. Individual employers should determine internship salaries. The minimum wage is \$7.25 an hour. When competing for interns, though, employers indicate the going rate is between \$12-15/hour, or even more in high-demand industries or companies.

Academic requirements of for-credit internships are set by a student's high school or college/university and vary by school, degree path, and internship. Students are responsible for coordinating with their counselor or teacher/professor to understand the process for obtaining course credit for an internship and then coordinating with an employer offering the position.

## **6. Who is eligible to apply for an internship?**

Employers offer applied learning opportunities like internships and apprenticeships to high school and postsecondary students, recent graduates, and veterans and adult learners who are transitioning occupations. TXInternshipChallenge.com offers registration for those age 16 and up. Employers should clearly indicate previous experience required to apply for a position in an internship or apprenticeship description.

## **7. Do interns have the same workplace rights as full-time employees?**

Hiring interns is similar to hiring any new employee. Employers should ensure compliance with the full spectrum of employment law. Paid interns have the same workplace rights as full-time employees, other than benefits that may be reserved for employees who work a specified number of hours.



Employers should not allow any type of discrimination against interns. Employers have access to the publication "[Especially for Texas Employers](#)" which is published by the TWC Commissioner Representing Employers. Employers are also encouraged to consult with their own employment law counsel.

## **8. How are you promoting this campaign and website?**

Texas Workforce Commission, Texas Education Agency and the Texas Higher Education Coordinating Board, in conjunction with workforce partners, are raising awareness and encouraging registration and usage by employers and our state's young workforce.

If you are interested in participating in outreach activities, resources available for download are available on the [Texas Internship Challenge campaign site](#). To discuss specific opportunities, please contact Strategic Outreach at: 512-936-3352.

## **9. New Employer Registration**

**Employer Registration** – Employers need a Federal Employer Identification Number (FEIN) to register. To ensure qualified employers are participating in this program, there is a 72 hour verification process following registration. Registrants will receive a confirmation email indicating they can post positions (the site calls this "creating job orders"), search for candidates, and accept applications. [Quick start guide](#)

**Create Internship Descriptions** - Employers should write internship position descriptions which should include an organizational overview, duties, and experience or skills needed to apply, even if just basic computer and phone skills. Indicate the internship location, start and end date, daily/weekly hours expected to work, and pay. Mention special attire or uniforms if applicable. Finally, candidates using the site must be age 16+ and submit a resume. Indicate if the position has any age considerations (e.g. high school internship) and any other content needed to apply (e.g. letter of reference, school transcript).



**Reset a Password** - Click the "forgot password?" link and follow the instructions. If unable to reset, contact the Workforce Systems Support Desk at: 512-463-4210.

**Integration with Hiring Sites** – Internship positions can redirect applicants to a hiring site.

**Integration with Social Media** - Internship positions can be shared through Facebook, Twitter and email.

**Onboarding** – Employers should onboard interns similarly to onboarding full-time employees. An intern specific [onboarding guide](#) is available.

## 10. Students/New Users

**Individual Registration** – Internship seekers need an email address and to register. [Quick start guide](#).

**Create and Upload a Resume** – Internship seekers may upload an existing resume(s) or use the Resume Builder tool to create one.

**Search for Internships** – Internship seekers may start a basic search by occupation keyword and location, either a city, "statewide" or "zip code" + mileage range. Once inside the site, advanced searches can be set up.

**To report a technical problem, or for any other questions, contact:**

**Workforce Systems Support Desk**

Phone: 512-463-4210

Email: [wfsupportdesk@twc.state.tx.us](mailto:wfsupportdesk@twc.state.tx.us)

Hours of Operation: 8:00am - 5:00pm