



Minnesota Department of **Human Services**

Executive Pathways Program
Office for Equal Opportunity
Minnesota Department of Human Services
540 Cedar Street
P.O. Box 64997
St. Paul, MN 55164-0997

Dear Applicant:

Thank you for your interest in our Executive Pathways Internship Program at the Minnesota Department of Human Services (DHS). There will be 12 internships in summer 2010. Internships begin in the end of May or beginning of June, 2010. The Office for Equal Opportunity coordinates these paid internships, which are located throughout the Department. Each placement is designed to provide in-depth learning opportunities in a state government setting. Interns are appointed as Management Analyst I with a pay rate of \$16.41 per hour for up to 400 hours.

A brief description of our agency's major business areas is included in this packet, along with a list of Executive Pathways placements available in 2010 summer. For more information please visit : www.dhs.state.mn.us.

To receive this application in MSWord or RTF formats, please e-mail us at executive.pathways@state.mn.us. Applications must be typed -- not handwritten. Completed applications may be submitted by mail, in person or electronically and must arrive on or before Friday December 11, 2009. If you are submitting your completed application electronically, please ensure that all the components of the application including recommendation letters and transcript are submitted **in one PDF or MS Word document**. Late applications will *not* be given consideration.

More information about the MN Department of Human Services and this program are available at:

[Overview of the MN Department of Human Services](#)
[Office for Equal Opportunity, MN Department of Human Services](#)
[Executive Pathways Brochure](#)

This application and our informational brochure are available in other forms by contacting us via e-mail at Executive.Pathways@state.mn.us, or by telephone at 651-431-3040 (voice). If you use a TDD/TTY, call us at 651-431-3041, or through the Minnesota Relay at 7-1-1, or at 1-800-627-3529 if you live outside the metro area.

If you have any questions or need further information, please call 651-431-3040 or 651-431-3038 or e-mail executive.pathways@state.mn.us

Thank you for your interest in our agency and in this program.

Sincerely,

Mercy Das-Šulc
Executive Pathways Program Coordinator

Enclosure: Student Application Packet.

EXECUTIVE PATHWAYS INTERNSHIP PROGRAM

Student Application Packet



Minnesota Department of **Human Services**

CRITERIA OF ELIGIBILITY

You must:

- Be a full time student enrolled in a degree seeking program
- Be a senior in an undergraduate program or enrolled in a graduate program of study in Public Affairs, Public Health Administration, Social Welfare, Law, Human Services, Political Science, Information Technology, or some other related area.
- Have good academic standing in your current field of study. (**You must provide us with an unofficial transcript.** First term graduate students without grades must provide an unofficial transcript that shows courses enrolled in. In addition to a current transcript, first term graduate students may provide an unofficial undergraduate transcript.)
- Be available to work full-time or part-time, up to 400 hours total.
- Submit two letters of recommendation, one of which must be from an academic professor.
- Pass a criminal background check before you start your internship.
- Provide proof of citizenship or permission to work in the US before your placement begins.

NOTE: Some of the placements will require students who are currently in law school. **Law students must submit a sample of legal writing.**

APPLICATION AND REVIEW TIMELINE

- Mid-October, 2009 – Program opens for application
- **December 11, 2009 -- Deadline for submission of all materials**
- December 11, 2009 to First Week in January, 2010 -- Program coordinator conducts preliminary screening of all applications and forwards them to placement Supervisors
- Mid-January, 2010 -- Supervisors begin interviewing
- Mid- February, 2010 -- Interviews are completed, selections made, and positions offered
- End of May, 2010 to first part of June, 2010 -- Placements begin

NOTICE OF PRIVACY PROTECTIONS

- The information collected as part of the Executive Pathways Internship application process is considered private data about you; as such it is not generally available to others without your consent.
- The information will be used to determine your eligibility for selection as an Executive Pathways Intern.
- The information will be shared with DHS placement supervisors, human resources personnel, others who will be involved in the hiring process, and as otherwise permitted or required by law.
- You are not required to provide the information requested, however, if you do not complete the application form, skills summary, personal essay, or writing sample (if law student), you will not be considered for participation in the Executive Pathways Program.
- Students should retain copies of all information submitted, however, copies can be requested and will be provided for a fee of \$.25 per page.
- Application materials will be retained in accordance with the retention schedule of the DHS Office for Equal Opportunity.

THE BUSINESS OF THE MINNESOTA DEPARTMENT OF HUMAN SERVICES

The Minnesota Department of Human Services (DHS) is part of the executive branch of state government, one of 20 executive departments headed by a commissioner appointed by the governor and approved by the state Senate. Appointed by Gov. Tim Pawlenty on Dec. 18, 2006, Commissioner Cal Ludeman leads one of the state's largest agencies with an annual budget of over \$20 billion and more than 7,200 employees statewide.

The department provides health care, economic assistance, child welfare services, services for the elderly and people with disabilities and other services for people who do not have the resources to meet their basic needs. DHS programs include Medical Assistance (MA), General Assistance Medical Care (GAMC), MinnesotaCare, Minnesota Family Investment Program--MFIP, General Assistance (GA), child protection, child support enforcement, child welfare services, and services for people who are mentally ill, chemically dependent or have physical or developmental disabilities.

DHS also provides direct service through its regional offices for the deaf and hard of hearing; through State Operated Services (SOS), which provides direct care to people with disabilities; and through the Minnesota Sex Offender Program. DHS employees work closely with employees from Minnesota's 87 counties, who provide most of the direct services to Minnesotans in need.

DHS is organized primarily around these business functions:

Medicaid and Health Care Purchasing

In MN, Medicaid is called Medical Assistance (MA) and eligibility is administered by the counties. The Managed Care and Payment Policy division is responsible for purchasing health care services through managed care arrangements and manages contract compliance and coordinates with health plans and counties and oversees the Minnesota Senior Health Options, Minnesota Disability Health Options and Special Needs BasicCare programs. This division evaluates health care programs, oversees managed care quality assurance and improvement, monitors provider Medicaid fraud and abuse and administers maternal and child health programs.

Minnesota Sex Offender Program

The Minnesota Sex Offender Program in Moose Lake provides inpatient services and treatment to people who are committed by the court as a sexual psychopathic personality or a sexually dangerous person.

Chemical and Mental Health Services

Chemical and Mental Health Services includes all DHS behavioral health policy areas, including the Adult Mental Health, Children's Mental Health and Chemical Health divisions, and State Operated Services, which provides direct services to people with disabilities and those who pose a risk to society.

Divisions in this area include: Chemical and Mental Health Services, Office of Tribal Relations, Alcohol and Drug Abuse, Children's Mental Health, Adult Mental Health, State Operated Services (SOS), Community Support Services, SOS Forensic Services, Special Populations, Child and Adolescent Behavioral Health Services, Community Addiction Recovery Enterprise, Minnesota State Operated Community Services, Community Behavioral Health Hospitals, and State Operated Services Support Division.

Children and Family Services

In partnership with counties and community agencies, Children and Family Services helps keep children safe and provides families with supports to care for their children. It also helps families and individuals transition to work and economic stability.

Divisions in this area include Office of County Relations, Child Safety and Permanency, Child Support Enforcement, Community Partnerships, Program Assessment and Integrity, and Transition to Economic Stability.

Continuing Care

Continuing Care works to ensure quality care and services for seniors and other adults who need help living as independently as possible.

Divisions in this area include Aging and Adult Services, Nursing Facility Rates and Policy, Deaf and Hard of Hearing Services, Disability Services, and Planning and Project 2030.

Financial Management and Operations

Financial Management and Operations provides the legal and regulatory; budget, legislative and management support functions; and human resources and information technology activities necessary for the department to run its programs. This includes managing agency financial functions; legal and regulatory operations including appeals, regulations and licensing; human resources; and information technology.

Divisions in this area include the Communications Office, Office of Management Support and Development, Legislative Relations, Office of Management and Budget, Human Resources Division, Management Services Division, Information Technology, Licensing Division, Appeals and Regulation Division, Office of the Chief Compliance Officer, Financial Operations Division, Reports and Forecasts Division, and Internal Audits Office.

Health Care

Health Care administers the state's three health care assistance programs such as Medical Assistance, MinnesotaCare and General Assistance Medical Care, including program eligibility, purchasing policies, and negotiations between state health care programs and health plans.

Divisions in this area include Health Care Eligibility and Access, Health Services and Medical Management, and Health Care Operations.

For detailed information about the Minnesota Department of Human Services, please visit our website:
www.dhs.state.mn.us

STUDENT EXPECTATIONS

1. Once you have been offered a placement and accepted it, schedule a time to meet with the supervisor for a tour of the office and work area. This should be done prior to beginning your internship.
2. Discuss your responsibilities and assignments with your supervisor to gain a clear understanding of what is expected of you.
3. Establish your personal goals for the placement. Do this in collaboration with your site supervisor and your school's internship supervisor/coordinator.
4. Always, ask questions when you are unsure or do not understand how to carry out a task, or what is expected of you!
5. Become familiar with the culture of the work environment -- work start and end times, lunch and break times, appropriate dress, how to report your time, workplace policies, etc.
6. Attend all meetings as assigned by your supervisor and as required by the program (dates listed above).
7. Complete assignments in a way that is consistent with your planned goals and so that your placement supervisor's expectations are met.
8. Take time to make contact with DHS staff in your work area and in other parts of the agency who may influence your career objectives or personal goals.
9. If you have trouble during the placement, inform the supervisor when possible. If the difficulty or problem is directly related to the supervisor, contact the Executive Pathways Program Coordinator. Do this in a timely manner.
10. Maintain contact with your school's internship coordinator/supervisor, according to the college or university's placement/internship policy.
11. Complete all required documentation according to your college/university or worksite's policy.
12. Be respectful of co-workers, agency clients, and any others whom you may encounter on the job.
13. Maintain confidentiality of information when dealing with sensitive or private data, and become knowledgeable about the Department and the work unit's policies and procedures in this regard.
14. Complete the program evaluation and feedback form and return it to DHS' Office for Equal Opportunity.

PLACEMENT SUPERVISOR EXPECTATIONS

1. Your site supervisor agrees to complete all documentation required by the Department and by your educational institution related to your work experience/internship.
2. Your supervisor will ensure that you are oriented to the area of the Department in which you are working, including familiarizing you with policies and procedures of the work unit, and with the policies and procedures of the Department of Human Services. Informal conventions, such as "casual Fridays," will also be addressed.
3. Your supervisor will provide you with specific job tasks related to your educational objectives as well as to the agency's work needs, and will be accessible to you for clarification and for input, when needed. Your supervisor will work with you and/or your educational institution to ensure that the educational requirements for placement are met.
4. Your supervisor will meet with you regularly and provide constructive feedback on the quality of your work, and guidance as needed and upon your request.
5. Your supervisor will ensure that you are provided the necessary tools, equipment, and information needed for completion of your assigned work tasks.
6. Your supervisor will address any problems related to the structured work experience/internship promptly and directly.
7. Your supervisor will invite you to attend and participate in scheduled internal and external meetings, and will assist you with making professional contacts that can be instrumental in the development of personal and professional career goals.
8. Your supervisor will ensure that you do not exceed the hours of work agreed to in the internship employment agreement. Any deviation from this agreement must be put in writing and agreed to by the student, the supervisor, and the Executive Pathways Coordinator and/or DHS Human Resources Division.
9. Your supervisor must ensure that someone is always designated to provide work direction and/or supervision to you when you are present at work. Whenever possible, this designated staff member should be someone in your field of study.
10. Your supervisor will evaluate you midway through your internship and provide feedback based on that evaluation.
11. Your supervisor will complete a formal evaluation, in writing, of your work near the end of the internship period. One copy each will be provided to the student, the Executive Pathways Coordinator, and the educational institution. If a letter grade or a pass/fail notification is required, your supervisor will provide that information in a timely manner to the educational institution upon completion of the internship.

2010 EXECUTIVE PATHWAYS INTERNSHIPS

All internships require written and oral communication skills, ability to work with diverse groups, team work and interpersonal skills.

Site	Business Area	Division	Degree/ Knowledge	Skills Required	Internship Description
A	Chemical and Mental Health Services	Adult Mental Health Division (AMHD)	Social Work, Psychology, Counseling, Public Health	Microsoft Word, Analytical skills, quantitative and report writing skills, data collection and/or analysis	The intern will assist with the review of best practices research that substantiates the effectiveness of the Clubhouse model for persons with mental illness. The outcome of such a review would provide AMHD with information necessary to improve the quality of services currently offered in Minnesota. The AMHD is interested in a cost benefit analysis of putting ICCD standards in place statewide.
B	Children and Family Services	Child Safety and Permanency	Public Administration, Public Health Administration, Social Welfare, and related fields of study	Microsoft Word, Analytical skills, quantitative and report writing skills, data collection and/or analysis	The student will assist in the expansion of a concurrent planning tool to be used as a guide for Minnesota counties to improve permanency outcomes for older youth. This internship will provide the student with firsthand experience on child welfare concurrent permanency planning policy.
C	Children and Family Services	Transition to Economic Stability	Public Administration, Public Health Administration, Social Welfare, Human Services, Political Science, Law. (Graduate students preferred, not required).	Familiarity with survey research methods and software, Analytical skills, quantitative and report writing skills, Evaluation, data collection and/or analysis	The intern will assist in the development, administration and analysis of results from a study of minor caregivers on MFIP. The study will include a survey sent to county providers to document the various models used to assist minor caregivers on MFIP. The intern will review MFIP policy foundations as it concerns service delivery for minor caregivers, follow-up on sample cases to develop an understanding of likely issues that confront teen parents who are out of compliance with MFIP program rules, interview county supervisors to inform a topic-specific survey design process on teen parents, help design a survey tool using on-line survey technology, and coordinate data collection and compilation of findings about issues that impact the academic and economic progress of teen parents navigating county systems.

2010 EXECUTIVE PATHWAYS INTERNSHIPS

All internships require written and oral communication skills, ability to work with diverse groups, team work and interpersonal skills.

Site	Business Area	Division	Degree/ Knowledge	Skills Required	Internship Description
D	Financial Management and Operations	Office of the Chief Information Officer; Office of Strategic Planning	IT or Business degree with a minor in the other, Business degree with course work in health care management, Database and performance measurement knowledge.	Analytical, data collection and analysis skills. Comfortable with SharePoint or other web portal environments. Some technical skill using Webport or comparable web components.	The intern will work on developing SharePoint pages to host performance measures/dashboards from a Business Intelligence Tool.
E	Financial Management and Operations	Office of Management and Budget	Public Policy, Public Health, interest in finance, communications and or data gathering and analysis; Highly desirable: use of adobe acrobat to assemble large documents.	Analytical, quantitative, data collection and analysis, MS Word, Excel (especially graphs and charts), and PowerPoint.	<p>The intern will work on the end of session wrap-up book. This work involves compiling summary information about the budget and legislative impacts of the session. The intern will help with implementing improvements, based upon national standards and user requests.</p> <p>In addition, the intern will assist with agency efforts on administrative reporting and long-term financial planning.</p>
F	Financial Management and Operations	Information Technology Services	IT or Business degree with knowledge or interest in telecommunication, ITS Project Management	Analytical skills, interest or experience in Telecommunications, good organizational skills	The intern will be involved in a variety of Telecom projects. Some of the work will include documentation of processes and procedures, assisting with SharePoint sight, phone line inventory and audit, Octel mailbox audit.

2010 EXECUTIVE PATHWAYS INTERNSHIPS

All internships require written and oral communication skills, ability to work with diverse groups, team work and interpersonal skills.

Site	Business Area	Division	Degree/ Knowledge	Skills Required	Internship Description
G	Financial Management and Operations	Licensing Division	Law (preferred), Public Policy, Social Work	Westlaw, MS Word, MS Excel, and analytical, quantitative evaluation, data collection, data analysis, and report writing skills.	The intern will work with the legal unit to assist primarily in the area of criminal expungements which impact the Division of Licensing. Specifically, the intern will: (1) assist with implementing a new system to process expungement petitions and orders, which will involve the initial petition stage through the final stage of possible appeal of the order; (2) conduct statistical analysis of the effectiveness of DHS objections to expungement petitions; and (3) conduct research and analysis of other expungement issues as they arise. Also, to the extent that time permits, the intern will help implement an electronic research system of Licensing decisions, and conduct analyses of those decisions as necessary.
H	Financial Management and Operations	Appeals and Regulations	Law student with some background or interest in administrative law areas	Westlaw, internet research, analytical skills, MS Access desired, not required.	The Appeals Unit conducts administrative hearings for recipients whose benefits have been reduced, denied or terminated. The intern will assist the human services judges who conduct maltreatment and licensing disqualification hearings. These hearings are typically more complex and involve more procedural questions. The intern will assist the judges with docketing the case, scheduling hearings, researching legal questions, observing hearings, and drafting decisions. The intern will also be involved in sanitizing decisions by removing private data before the decisions are made public. The intern will work closely with a division attorney on day care and foster care contested cases, review administrative law judges' reports and draft final orders for the Commissioner, review and advise division attorney about county financial responsibility etc
I	Health Care	Health Services and Medical Management	Public Health, Public Policy, Health Care and Health care policy	MS Word, Excel and Power Point, analytical, quantitative, evaluation and report writing skills	Research and develop evidence based position papers about health care coverage policies for review by the Health Services Advisory Council. Assist with development and implementation of collaborative projects with multiple stakeholders.

2010 EXECUTIVE PATHWAYS INTERNSHIPS

All internships require written and oral communication skills, ability to work with diverse groups, team work and interpersonal skills.

Site	Business Area	Division	Degree/ Knowledge	Skills Required	Internship Description
J	Health Care	Health Care Eligibility and Access (HCEA)	Graduate student in Public Health, Public Policy, Social Work or Law or other graduate students with an interest in health care	Analytical, quantitative, data collection and analysis and report writing skills	<p>The interns will assist with the development and implementation of performance measures for HCEA. Possible areas of performance measurement include county, tribal, and MinnesotaCare eligibility operations, reduction of disparities, eligibility policy development and implementation, online and classroom training, outreach, technical assistance to counties and tribes, and other customer service.</p> <p>Work with the HCA Diversity Council (4 HCEA representatives on the council) on a diversity assessment tool to be used to increase diversity awareness and cultural competence, with the ultimate goal of reducing health care disparities.</p>
K	Continuing Care	Commission of Deaf, DeafBlind & Hard of Hearing Minnesotans (MCDHH)	Deaf Studies, Deaf Education, Human Services, Social Work, Law, and/or Public Policy	<p>MS Applications and Internet Usability, Analytical skills data collection and/or analysis</p> <p>Languages American Sign Language (desired, but open with the right skill set)</p>	<p>The end product of this project will be an accessible online resource guide for MCDHH staff; state agencies; professionals; deaf, deafblind and hard of hearing constituents and their families that will be posted within MCDHH Website (and accessible alternative formats). This will allow citizens to be able to understand the many rules and laws that protect deaf, deafblind and hard of hearing people; which in turn will enable citizens to advocate for themselves.</p> <p>The intern would: Identify all Minnesota Statutes and rule making related to people who are deaf, deafblind and hard of hearing Briefly summarize each law and rule related to the rights and protections of deaf, deafblind and hard of hearing people within the state.</p> <p>Research and identify the contact persons within each state agency responsible for compliance.</p>

2010 EXECUTIVE PATHWAYS INTERNSHIPS

All internships require written and oral communication skills, ability to work with diverse groups, team work and interpersonal skills.

Site	Business Area	Division	Degree/ Knowledge	Skills Required	Internship Description
L	Continuing Care	Nursing Facility rates and policy and Business Continuity Planning	Public Health, Law, Social Science preferred. Also Management, Emergency Management, or Education fields.	MS Office, knowledge of web development software helpful but not required, Analytical and evaluation skills and Strong work ethic and desire to gain job experience and skills	<p>Design, deliver and evaluate culturally competent computer-based curriculum modules that will be utilized as part of an agency-wide intervention program that will encourage employees and other diverse communities to make behavioral changes that will prepare them for/during situations requiring disaster response and emergency management.</p> <p>Conducting an analysis of business area operations (internally as well as with stakeholders) that will assess business risks and vulnerabilities, as well as risks of not being able to achieve outcomes and mission/goals – and develop a business plan to assure that these risks and vulnerabilities are addressed.</p> <p>Evaluate the NF Diversity mini-grant program in conjunction with an analysis of other areas of need, to identify potential new Diversity grant areas.</p>

EXECUTIVE PATHWAYS APPLICATION CHECKLIST

Please submit your application in the following order

1. _____ Application Form
2. _____ Sample of Legal Writing (if law student)
3. _____ Two Letters of Recommendation.
4. _____ Unofficial Transcript
5. _____ Resume
6. _____ Equal Opportunity Applicant Tracking Form* (completion is optional)

Proof of Citizenship or Permission to Work (due at time of Placement)

You may submit your application (page 14 onwards) electronically, by mail or in person.

ELECTRONICALLY—submit all materials in the order above as ONE PDF or MS Word document to executive.pathways@state.mn.us

BY MAIL OR IN PERSON—submit all materials in the order above on single sided regular weight white paper without folding, staples or plastic separators to:

EXECUTIVE PATHWAYS PROGRAM
OFFICE FOR EQUAL OPPORTUNITY
MINNESOTA DEPARTMENT OF HUMAN SERVICES
540 CEDAR STREET
P.O. BOX 64997
ST. PAUL, MN 55164-0997

REMEMBER:

All Applications must be typed.

Incomplete or handwritten applications will not be considered

Electronic applications must be received by 11:59 pm on Friday December 11, 2009.

Mailed applications must be postmarked December 11, 2009.

Hand delivered applications must be received before our offices close at 4:30 pm on Friday December 11, 2009

IMPORTANT PROGRAM DATES

ALL INTERNS MUST BE AVAILABLE TO ATTEND THE FOLLOWING EVENTS

INTERN ORIENTATION	Tuesday May 25, 2010 2:00-4:00 pm
Welcome Reception	Monday June 7, 2010 Noon to 1:00 pm
Internship Meeting	Tuesday June 15, 2010 2:00 to 4:00 pm
Internship Meeting	Tuesday June 29, 2010 2:00 to 4:00 pm
Internship Meeting	Tuesday July 6, 2010 2:00 - 4:00 pm
Internship Meeting	Tuesday July 20, 2010 2:00-4:00 pm
Program Reception	Monday August 9, 2010 11:00 to 1:00 pm

EXECUTIVE PATHWAYS APPLICATION FORM (continued)

ACADEMIC INFORMATION

List educational institutions attended, beginning with the most recent:

Graduate, Undergraduate, Secondary School & Locations	Years Attended From/To	Major Degree(s) Received,	Year Received

List your family’s educational background:

	One	Both	Neither
Did one or both of your parents graduate from high school?			
Did one or both of your parents attend college?			
Did one or both of your parents graduate from college?			
Did any of your siblings attend college?			
Did any of your siblings graduate from college?	Yes, how many:		NO

List principal collegiate activities, offices, and awards (use more space as needed):

For graduate degrees only, give degree and title of theses, capstone and dissertations:

Degree _____ Title _____

Degree _____ Title _____

List scholarships or fellowships you have received in the past five years:

List your major work- and school-related achievements, honors, and awards:

What are your educational and career goals? How would this placement help you to achieve them? (Use as much space as needed.)

What are your educational and career goals? How would this placement help you to achieve them?

**PERSONAL ESSAY
(LIMIT ONE PAGE)**

Describe how any obstacles or human services related life experiences, educational preparation; professional or volunteer experiences have prepared you for a career in public service.

SAMPLE OF LEGAL WRITING

If you are a law student, you **must** submit a brief sample of your legal writing. Please be sure it is included with your application. Applications without this sample cannot be processed.

SKILLS INVENTORY

Education/major field of study_____

Degrees, Licenses, or Certificates currently held: _____

Specialized training completed: _____

Describe any experience or classes you have had in the following
(Please limit your total responses to no more than two (2) pages)

WRITING FOR A PROFESSIONAL, ACADEMIC, OR BUSINESS PRESENTATION:

ORAL COMMUNICATION SKILLS:

LANGUAGE(S) OTHER THAN ENGLISH (specify)_____

Expert (Use, Speak & Write well) Average (speak & write little) Minimally Communicate

ABILITY TO WORK IN DIVERSE GROUPS (e.g., working with persons from differing age groups, and/or different ethnic and religious backgrounds, managerial responsibilities, social status, abilities or disabilities, or other varieties of differing backgrounds and experiences):

TEAMWORK/INTERPERSONAL SKILLS:

COMPUTER SOFTWARE KNOWLEDGE/SKILLS (specify)_____

ANALYTICAL SKILLS:

RESEARCH SKILLS:

PROGRAM EVALUATION:

DATA COLLECTION AND/OR ANALYSIS:

OTHER(S)_____

MINNESOTA DEPARTMENT OF HUMAN SERVICES

2010 SUMMER EXECUTIVE PATHWAYS INTERNSHIP PROGRAM

Recommendation form

INTERNSHIP APPLICANT

Please print or type your name and address in the space provided below. Forward this form to your recommender. The recommendation may be returned to you and attached to your application, or e-mailed to executive.pathways@state.mn.us or mailed to:

**EXECUTIVE PATHWAYS PROGRAM
OFFICE FOR EQUAL OPPORTUNITY
MINNESOTA DEPARTMENT OF HUMAN SERVICES
540 CEDAR STREET
P.O. BOX 64997
ST. PAUL, MN 55164-0997**

Name of Applicant _____

Academic institution of Applicant _____

Degree Sought/Program enrolled _____

Name and Title of Recommender _____

Contact information of Recommender _____

Relationship to Applicant _____

(current professor, past instructor, employer, supervisor etc)

RECOMMENDER: Your recommendation will be an important factor in the selection of the student for this internship. Please comment on the applicant's skills in the following areas

Teamwork/interpersonal skills, Analytical skills, Research Skills, Program Evaluation, Data collection and/or analysis, his or her experience in or potential for public service and leadership, his or her motivation and purpose, strengths and weaknesses of the applicant, work experience and any other skills or knowledge that demonstrate their potential for this internship.

The recommendation should be written on letterhead and attached to this form.

Minnesota Department of Human Services
EQUAL EMPLOYMENT OPPORTUNITY INFORMATION
Self-Declaration/Applicant Tracking Form

The information requested below will be used to evaluate our efforts to reach all segments of the population and to review our selection and placement efforts. The information is VOLUNTARY and PRIVATE and will not affect your employment in any way. We appreciate your cooperation in our efforts to ensure affirmative action and equal employment opportunity at DHS.

Last Name _____ First _____ MI _____

Address _____

City _____ State _____ Zip _____

Phone: Home (____) _____ Work: (____) _____

Title of job applying for: Executive Pathways Internship

PLEASE CHECK THE APPROPRIATE BOXES:

GENDER: Male Female

WITH WHICH RACIAL/ETHNIC GROUP DO YOU IDENTIFY? (If the group appropriate for you is not listed, please indicate the one that comes closest.)

Asian or Pacific Islander African American/Black Hispanic
 American Indian or Alaskan Native Caucasian/White

American Indian, defined as: "A person of one quarter or more Indian blood." (Minn.Stat. 254.02, Subd. 11) The Minnesota Indian Affairs Council suggests that at hire, state agencies require persons claiming Indian heritage to provide an enrollment number and tribal affiliation.

DO YOU CLAIM DISABILITY STATUS? (See definition following) Yes No

A person who is disabled is defined as a person who:
(1) has a physical, sensory or mental condition which significantly limits one or more life activities;
(2) or has a record of such a condition;
(3) or is regarded as having such a condition.

DO YOU NEED AN ACCOMMODATION for the application process, such as a reader or a sign language interpreter?
 Yes No

If so, please specify type of accommodation needed:

The data in this form can be collected, if required, in an alternate manner. Contact the Office for Equal Opportunity at (651) 431-3040 or TTY (651) 431-3041.