

FREQUENTLY ASKED QUESTIONS

FOR EMPLOYERS:

Q: Why an Intern Placement and Referral Service?

A: To help match local governments with intellectual talent for the short-, and long-term placements.

Q: What is the Intern Placement and Referral Service?

A: The Intern Placement and Referral Service is an online database that connects local governments with intellectual talent. You can post available positions or search resume. Although the League does not vet and place interns for you, we are available to help you through the process.

Q: How do I use the Intern Placement and Referral Service?

A: First, you must register. An automated e-mail will be sent to the League, your status as an employer must be validated before you granted employer posting privileges. This is to ensure proper use of the site and will be done within 24 hours of registration. After your status has been confirmed, you can upload your posting.

You can maintain your posting by clicking on “View My Job Postings” and choosing either “Edit” or “Delete” if you are no longer offering a position. When you are updating a posting, be sure to click “Update” at the bottom of the page!

Q: Who can post positions on the IPRS Website?

A: Anyone in local government seeking an intern. Before you post a position, your employer status will be verified. This will take place within 24 hours of your registration.

Q: How much does it cost to post internship positions?

A: It is absolutely free.

Q: Our city already has a tight budget, how can we afford to host an intern?

A: If you offer no or very little pay, you may still be able to host an excellent intern. Be prepared to be flexible, in the case of unpaid internships, it is typical for interns to work part-time so they can earn money through another job. Also, consider what other incentives you might be able to offer.

If you have any questions, please contact:

Member Services at 503-588-6550 or mallen@orcities.org



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