

## **STEM2VA Employer FAQ**

**Q:** Who is funding the internship opportunity?

**A:** Virginia Bio-Connect (under a grant from GO Virginia) is funding this internship program in the following ways. First, Virginia Bio-Connect is funding the application portal for internship candidates, which will be accessible by employers on January 15, 2022. Second, for the 100 interns hired for Summer 2022, Virginia Bio-Connect will match the employer-required per-intern \$2100 stipend, for a total stipend of \$4200.

**Q:** Who makes the hiring decisions for student interns?

**A:** Employers will make all hiring decisions when selecting students to interview and offer summer internship opportunities. Students will have the opportunity to select their preferred region that will be visible by the employer based on the region selected during the employer registration. Employers wanting to host student interns will communicate directly to set up interviews in their preferred format (phone, in person, Zoom, etc.).

**Q:** How many student interns can I hire?

**A:** STEM2VA Summer Internship Program will fund 100 total interns. There is technically no limit to the number of students an employer may interview or hire, the only limit being the availability of those candidates as they are hired by other companies. Employers are fully responsible for any additional student interns hired outside of the STEM2VA Summer Internship Program.

**Q:** Will students receive information about my company?

**A:** Employers may optionally submit job/position descriptions for posting on the STEM2VA Summer Internship Program website for students to view. Students are also encouraged to perform their own company research.

**Q:** How do I submit my job/position description?

**A:** Email your job/position description to the Director of Programs at [vbciintern@vabio.org](mailto:vbciintern@vabio.org).

**Q:** How will companies review and select students for interviews?

**A:** Employers will be able to review applications beginning January 15, 2022, all applications will be due by students on January 31, 2022.

The link will require employers to sign in by using the same email address from their registration. This portal will allow employers to view, select students for interviews, write notes, and save and return as needed. Employers will need to make all decisions regarding student interns by March 25, 2022 to allow for students to accept matches/offers and for Notification Letters to be sent. To increase your chances of onboarding your top choice, we encourage you to interview and identify the students you would like to select by February 28, 2022.

For more information, contact VA Bio-Connect at [vbciintern@vabio.org](mailto:vbciintern@vabio.org)

**Q:** What happens if a student doesn't pass a background check/drug screen? Do you just go to my next candidate selection?

**A:** It is the employer's prerogative whether any background checks/drug screening is required, and whether to limit employment in any way in view of that screening. Employers are encouraged to consider backup candidates so that they may designate alternate candidates as the situation may dictate. If the alternate candidate has already accepted a position with another employer you will have the option to review candidates who have not yet been selected by another employer.

**Q:** What is the maximum number of hours an intern can work per week?

**A:** 40 hours.

**Q:** Will the employer/intern manager be required to complete a performance evaluation for the student intern? Will the questions be available in advance?

**A:** Performance evaluations are not required by the program but are highly encouraged to assist students with any areas of improvement as well as strengths and progress made throughout the internship experience.

**Q:** How are interns paid?

**A:** Students who participate in the Summer Internship Program are compensated through the company's existing payroll and pay schedule. To be paid, students must submit the necessary information/documentation to their hiring manager or HR representative. Employers will need to show proof of payment so matching funds can be provided (i.e. payment of \$4200, which \$2100 will be reimbursed by VA Bio grant).

**Q:** As the employer, am I only paying \$2100 and VA Bio is paying \$2100?

**A:** We are asking for employer hosts that wish to participate in the program to pay students on the company pay schedule and through the company payroll system to ensure adequate and correct documentation. VA Bio will reimburse each company \$2100 for the student interns selected. Documentation will be provided for funds to be disbursed to each company. VA Bio is only matching funds to 100 students and additional students will be funded in full by the organization.

**Q:** What if I want to keep the intern after the end of the STEM2VA internship period? Is this possible?

**A:** It is possible to retain an intern after the eight-week period has ended. However, any such engagement will be outside of the scope and will not be affiliated with or funded by the STEM2VA Summer Internship Program. Should you wish to retain an intern, please discuss with the student their interest and availability and contract directly with the intern.

**Q:** Do I need to keep track of my intern's hours worked?

**A:** Employers can select how they want to track student hours to ensure that they do not work over 40 hours/week. Hours worked will not be collected by STEM2VA.

**Q:** Can I transition the intern to an unpaid internship after your summer program ends?

**A:** You may inquire with the student if they are amenable to an unpaid internship; however please be aware that many students rely heavily on paid wages as a means of support. However, any such engagement will be outside of the scope and will not be affiliated with or funded by the STEM2VA Summer Internship Program.

**Q:** Are we able to hire out of state, green card/visa holders students to our company?

**A:** While students are not required to provide any citizenship documentation during the initial application process, employers may ask for such information during their respective interview process. Employers are free to make their own employment decisions regarding out of state, green card/visa holding students.