

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employment Practices

Number: I-22

SUBJECT: Hiring of Interns

Effective Date: 08-28-00

Revision Date: 07-09-09

LOYOLA will employ intern students for specific periods when they are not in school or have been approved by their school for a co-operative education absence.

The coordination of the recruitment and employment process for interns is the immediate responsibility of the Human Resources Department. Applications for internships are to be submitted to the Human Resources Department.

An intern is classified as a "temporary" employee. Temporary employees are not eligible for Company benefits.

The salary for interns is determined by executive management.

Selection Process

The Human Resources Department along with the hiring authority will review resumes and pre-screen potential interns. When all selected applicants have been interviewed and the hiring authority has determined the best qualified candidate, the interview process will end and an internship job offer can be extended. Offers of internships will be made by the Human Resources Manager or executive management. Upon acceptance of an internship, the Human Resources Department will immediately notify the hiring authority and prepare for the hiring process.

Orientation

An intern will be provided an abbreviated orientation program which will highlight all aspects of the position they will be engaged in as well as company policies with which they will be expected to conform to during their specific term of employment. The orientation will exclude fringe benefits which do not apply to interns.

Progress Report

The immediate supervisor of the intern will be responsible for providing a Progress Report(s) of the intern's work assignments and progress. The Progress Report must comply with the school/university's reporting requirements. The supervisor must forward the Progress Report to the Human Resources Department. The Human Resources Department will send a copy to the school/university and place the original in the personnel file.

Out-processing

On the day the intern's work assignment comes to a close, the immediate supervisor must complete an Out-processing Clearance Checklist Form and provide a Final Progress Report (the report must comply with the school/university's reporting requirements) and will forward it to the Human Resources Department. The Human Resources Department will send a copy of the progress report to the college/university and place the original in the personnel file.

The Human Resources Department will schedule an exit interview with the intern prior to his/her last day of employment.