

Posting Internships through Temporary Solutions

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In this Job Aid we will review the process of Posting an Internship through Temporary Solutions (TS).

Submitting a Job Order for an Internship Posting

When submitting a Job Order (JO) for posting through TS for Internships, only one JO is required. The JO should indicate all information pertinent to the internship. While only one JO is required, if there are multiple internships, please indicate the total number of internships to be advertised in the brief description of the field section on page 2 of the Job Order Form as shown below.

All Internships must be posted with a State Classification. However, we can advertise with a working title for the posting to include “Intern or Internship” in the title.

For multiple classifications we require a separate JO for each classification following the steps as outlined above for each classification.

Example: DOI has identified several internships within the agency across multiple divisions. They wish to hire administrative interns, Insurance Criminal Investigator interns, and Insurance Company Examiner interns. DOI will need to submit one JO for each classification (3 Job Orders in total).

[Temporary Solutions Job Order Portal](#)

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Selecting Interns to Hire

While only one JO is required for posting an internship a separate one is required to process each hire selected. If there are 10 or more interns selected to hire, we will consider that to be a Mass Hire. This will need to be communicated to the assigned Placement Counselor (PC) indicated on the initial JO for posting. The PC will share the Mass Hire spreadsheet for completion to ensure a seamless onboarding process.

To submit additional information to include in your internship temporary postings submit an email to TSRecruit@nc.gov with a word document, PDF, or an email with additional description of what to include on the posting. Additionally, we also encourage our agency customers to submit any graphics and supplemental questions.