

Frequently asked questions from host sites:

- Can hosts see the resumes of all of the externs?
 - We do not share a centralized pool of resumes with each host because our externs are dispersed across the state. Our matching process considers not only externs' skills and interests but also their geographic proximity to host sites.
- Do host sites need to provide workers compensation for the externs?
 - No, workers compensation is paid for by Micron/STEM AC.
- How does the interviewing process work?
 - The program manager will send you a batch of resumes. It is then the responsibility of the hosts to contact these externs and arrange interviews. After identifying the extern who best fits your organization, you can extend an offer to them. If the extern accepts the offer, please inform the Program Manager so that the agreement can be sent to the extern, and we can proceed with the next steps.
- Are the externs considered employees of our organization?
 - No, the externs have sponsorship agreements with STEM AC and are not employees of their respective host sites.
- Are the externs supposed to work, or are they just job shadowing?
 - No, the externs are there to work and gain new STEM skills! They should be treated just as any other employee in that regard.
- Is it the host's job to pay the externs?
 - No, externs are paid via check from the STEM AC. It is the externs job to submit their reports through the STEM AC grants portal, which act as invoices, in order to be paid.
- If I have questions or concerns, who should I ask?
 - Please contact the Program Manager via phone or email for any concerns about your extern or the program, they will be your point of contact.
- Are externs required to go through a formal onboarding process?
 - The choice regarding whether to implement a formal onboarding process for your extern is entirely at the discretion of each business. Regardless, every extern is obligated to complete an agreement and other required documentation, which serves as the STEM Action Center's onboarding process.
- Is travel reimbursed for the externs?
 - Certainly, however, it's essential that the host site clearly mentions the requirement for their extern to travel in the project description. The responsibility for submitting reimbursement forms lies with the extern.

- Can businesses offer a remote experience?
 - Certainly, there are consistently externs in need of remote placements for a variety of reasons. Furthermore, for businesses located in remote regions where proximity to externs is limited, providing a remote experience can often be the only feasible option.
- Can a business have more than one extern?
 - We ensure that every host site is initially paired with at least one extern. If there are any additional externs in need of placements, we'd be happy to forward their resumes to you.

Frequently asked questions from externs:

- Can I work less than 200 hours?
 - During the interview process, if you and a host site agree that you will only work 100 hours, that is acceptable. Please communicate that upfront to the Program Manager so that we are aware.
- Can I work more than 200 hours?
 - The STEM center is limited to compensating for a maximum of 200 hours. However, if the host site wishes to extend your stay with additional compensation, this arrangement can be mutually agreed upon between the extern and the host.
- Can my externship extend beyond the end date?
 - If you need an extension beyond the end date of the program, please let the Program Manager know and that will be granted to you.
- Do I need to submit an invoice?
 - No, through the submission of your interim & final report, your payments will be sent out. The reports act as an invoice.
- Can I know where my resume has been sent?
 - We do not disclose the host sites to which your resumes have been sent because it is at the host's discretion whether they will contact you, depending on their specific project requirements.
- When will the PD Credit be transcribed?
 - Usually transcribed in December
- Can I, as an extern, recruit a business that I want to extern with?
 - Of course! If you find a business, and they agree, you can skip the interviewing process and be placed directly with that business, so long as they mutually agree. Please make sure that the host site fills out the [Host Site Interest Form](#).

- How will I be paid?
 - Upon your submission of the interim report once you've reached 100 hours, your initial payment will be expeditiously dispatched by mail. It's important to note that check processing may require up to 30 days. When your final report is received, marking your accumulation of 200 hours, we will commence the process of mailing your final payment.
- Can I serve my externship at the same host site for 2 years in a row?
 - While our preference is for externs to pursue diverse experiences each summer, there are certain circumstances under which serving with the same host may be considered acceptable. Please contact the Program Manager if you would like to discuss this possibility.
- What if I accept a position with a host, and receive another offer from a different host site?
 - We ask that you remain with the host that you originally accepted, so that they are not scrambling at the last minute to find a replacement.
- I haven't heard from any of the potential employers yet, what should I do?
 - This is a common occurrence, so there's no need to worry; just exercise patience. Businesses often have busy schedules and may occasionally lag in their communication with externs. If you encounter delays, please inform the Program Manager, who can also gently remind the host sites if necessary.
- Do I need to submit more than one blog post?
 - No, there is only 1 blog post requirement for the duration of your externship, and we ask that you submit a photo along with it (please get approval from your host site). You can submit here: <https://stem.idaho.gov/externship-posts/>
- What is the work schedule template for?
 - The extern and the host site will collaboratively establish a weekly work schedule, which should be considered a flexible guideline. If the schedule needs to be adjusted, there's no need for concern. For example, externs have worked 40 hours per week over 5 weeks or 20 hours over 10 weeks, and anywhere in between. Any of these options are acceptable as long as it's agreed upon mutually with your host.
- Can I serve 2 externships at once?
 - We do not let externs serve two externships simultaneously.
- How do I get reimbursed for travel?
 - If, during the interview process, you and your host site identified the need for travel during your externship, you will need to submit a travel reimbursement

form, which you can find [here](#). Please keep in mind that it must adhere to the [state travel policies](#) and can take up to 30 days to process.

- Can I serve an externship remotely?
 - Indeed, each year we have host sites that provide remote opportunities. If you're seeking a remote position, kindly inform the program manager at the outset, allowing us to exclusively consider your resume for remote job openings.
- What are the externship projects like?
 - The projects span a wide variety of industries/organizations across the state, to get an idea of what externs have worked on in the past, please read through the [archives](#).