

## Steps in the process for interviewing a student intern:

### 1) HMC (Staff)

- Coordinate with Health Career Pathway in Contra Costa Health
- Post application period for the Intern application period max(2)
- Review applications; redacted applications are added to the HMC Operations(OPS) meeting
- Schedule 15 min student intern interview in person or on Zoom
- Copies of Interview notes/grading forms are provided to OPS during the meeting

### 2) Interviews

- HMC Operation meeting (Staff provide overview of roles and responsibilities and expectations of Intern)
- Introductions of HMC for prospective Interns
- Interview questions are asked on a rotating basis by the HMC in attendance, and grading is conducted for the responses of each member. The scale ranges from 1 to 5, with 5 being the highest rating. Scale is a guide for OPS when needed, when there are many qualified Interns
- The Chair asks the last question regarding whether there are any questions for the Commission members.
- Staff will provide an overview of the timeline to applicants for selection.

### 3) Selection Process

- Staff requests a round table of HMC to provide their top applicants up to 3 in rank order, with discussion
- Staff will tally the rank order and provide the top 2 Interns to HMC
- OPS provides recommendations as a consent item to the full commission
- Full Commission votes on recommendations; all attachments for recommendations are provided in the agenda.
- Staff handles all future steps