

San Mateo County
Health Policy and Planning Internship Program
Frequently Asked Questions (FAQs)

1. **Q: I graduated from my undergraduate program. Can I still apply?**
2. **A:** Only candidates in a graduate (master's level) program are eligible to apply. However, we have internship opportunities in other departments for current students or graduates of bachelor's programs. Please visit:
<http://hr.smcgov.org/internships>
3. **Q: How do I know if my application packet was received?**
A: A member from our staff will email applicants within 2 business days to confirm receipt of an application.
4. **Q: Once I have submitted my application, when will I be notified if I have been selected for an interview?**
A: You will be notified within 1-2 weeks after the application deadline.
5. **Q: Are all applicants granted an interview?**
A: Only candidates who are the best match for the position will be invited to interview.
6. **Q: Are interviews held in person or by phone?**
A: We prefer to conduct intern interviews in person, but special arrangements can be made for applicants who live or go to school outside of the area.
7. **Q: I have completed my graduate program. Am I still eligible to apply?**
A: You are eligible to apply if you have graduated from your master's level program within a year.
8. **Q: What are the typical work hours?**
A: Summer interns are expected to work 40 hours per week and interns during the fall/ spring cycle will work between 16-20 hours per week. Hours can be scheduled between 8:00am – 5:00pm Monday through Friday.
9. **Q: Is housing provided with the internship?**
A: No, housing is not included as part of the compensation package.
10. **Q: How is the internship compensated?**
A: Our internship pays an hourly wage of \$18.91 per hour for graduate interns.
11. **Q: Is the internship opportunity limited to only San Mateo County residents?**
A: No, we welcome all to apply to these positions.

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12. Q: I just found out about your internship program, but the deadline has already passed. Will you accept my application?

A: Late applications will not be considered, but please consider applying for future internship positions if you are still interested.

13. Q: Can international students apply for the internship opportunity?

A: Yes, as long as international students have the work permit visas there is no limitation on who can apply.

14. Q: How many interns are hired during each cycle?

A: We hire 2-3 interns each cycle depending on the needs of our staff.

15. Q: I'm interested in learning more about Health Policy and Planning. Can I be hired as a volunteer?

A: Unfortunately, we do not have the capacity support volunteers at the moment.