Westinghouse Electric Company – University Relations
Intern Guidelines

**Internship Program – Purpose**
The Westinghouse Electric Company internship program is designed to attract talented students to the organization and provide meaningful assignments, as well as allowing exposure to the professional work environment. The ultimate goal of the program is to create a relationship between Westinghouse and the student; that will potentially foster a long-term employment situation.

The University Relations team supports the recruitment effort and summer intern program at the various Westinghouse locations.

**Internship Opportunities**
The majority of the internship opportunities available at Westinghouse are targeted toward students pursuing degrees in an engineering discipline. These disciplines include, but are not limited to: mechanical, electrical, chemical, civil, industrial, computer, and nuclear engineering. At times, various organizations will also hire students, based upon needs of the group/organizations, currently enrolled in non-technical degreed programs. Some non-technical disciplines include Human Resources, Business, IT, Supply Chain Management, Finance/Accounting and Communications.

**Internship Program Requirements**
All students participating in the Westinghouse Intern Program must meet the following requirements:

1. Students must be currently enrolled in a Bachelors Degree program and must have at a minimum completed their sophomore year. Masters and MBA students are also eligible for internship opportunities.
2. Students must have a *minimum* GPA of 3.0.
3. Students must submit their resume via the Westinghouse web site ([www.westinghousenuclear.com/careers](http://www.westinghousenuclear.com/careers))
4. Students must be able to work 40 hours per week at a minimum of eight (8) weeks over the summer.

**Internship Hiring Process**
The following process is used in recruiting/hiring (new) interns at Westinghouse Electric Company:

*Resume Collection* – Throughout the fall, Westinghouse representatives attend career fairs at college campuses across the United States to collect resumes of
potential candidates and provide instruction on the internship application process. The University Relations team also posts Internship requisitions on our website.

**Intern Interviews** – When selecting students to fill open internship opportunities, the University Relations team strongly encourages managers to have an informal discussion with the students about their organization and the student’s interest rather than using structured behavioral based interview questions. A manager will have three months throughout the summer to evaluate the student’s performance; therefore an extensive interview process is not required. Intern candidates can be interviewed in the following ways:

a. **Intern Café** – If enough intern needs have been identified at a Westinghouse facility, the University Relations team will coordinate an Intern Café event. It will provide the opportunity for hiring managers to meet with numerous students, in an informal setting, to discuss internship opportunities.

b. **Phone Interviews** – If a manager does not find a candidate at the Intern Café event or if a need is identified following the event – University Relations will work with the hiring manager to coordinate phone interviews.

**Internship Offers** – Whenever a manager identifies a candidate they are interested in hiring, the manager should contact the University Relations team to discuss an offer – based upon years of schooling completed.

a. $14.50 (completed sophomore year)

b. $16.25 (completed junior year)

c. $17.50 (completed senior year)

d. $20.00-$22.00 (grad student)

Additionally, an intern is eligible to receive a $2,400 living stipend if he/she lives (permanently) more than 50 miles from the work location.

As with all other Westinghouse offers – the internship offers are contingent upon successful completion of a background check and a drug screen. Once both of these pre-employment requirements are completed and clear – the hiring manager will work directly with the intern to schedule a start date.

**International Student Interns** (For U.S. locations)

Before beginning the process of hiring an international intern, it is important to note that The United States Department of Energy (DOE) controls the export of information related to nuclear technology. The controls are described in Title 10 Code of Federal Regulations, Part 810 (10 CFR 810). 10 CFR 810 of the DOE regulations lists a number of countries that require a specific written authorization signed by the U.S. Secretary of
Energy before any nuclear technology information can be shared with, or exported to, entities or citizens of the listed countries.

To begin the international student application process for a summer internship with Westinghouse Electric Company, the following will need to be collected from the foreign national student and/or hiring manager:

1. International Intern Questionnaire
2. Student’s updated resume/CV
3. Clear copy of the photo page of the student’s passport
4. Completed Visa/Work Permit Request Form to initiate the appropriate visa (students currently outside of the U.S.) OR a copy of the student’s F-1 visa and copy of the I-20 form, annotating the right to work (students attending school in the U.S.). For more information on intern visas, please reference the Global Immigration Manual.

All of the aforementioned documents should be collected and emailed, along with the hiring manager’s name and title to: Erin Kunkel, Arn Nikula, WEC@Fragomen.com, and WECVisas@westinghouse.com.

Please note that the offer should not be extended until all pre-employment requirements have been met and approval from University Relations, International Trade Compliance, and Global Mobility has been received.

The student must also follow the application process by submitting his/her resume through the Westinghouse website www.westinghousenuclear.com/careers.

**Intern Summer Program**

In order to provide a rewarding experience for the Westinghouse interns throughout the summer, the University Relations team will coordinate professional development and social activities for the interns. Examples of activities include:

1. Intern Kickoff
2. Breakfast/Lunch with a Westinghouse Executive
3. Site Tours
4. Professional Development Seminars
5. Introduction to the Nuclear Power Industry Course/AP 1000 Seminar
6. Intern Fair
Intern Time Keeping

Most interns (exception, Nuclear Fuel – Core Engineering) are indirect charged employees. If the interns are indirect charged employees, they are required to submit time charges for absences only. For reference, please note the following:

a. If a holiday falls on what is considered a “normal workday” for the intern, the intern will be paid for this time off.
b. Interns will NOT be paid for any time off for vacation.
c. Weekly timesheets should be completed each Friday by 5:00 pm in ESS. Managers must approve time by Monday and pay is directly deposited each Thursday into the intern’s bank account.
d. To enter time, interns access the ESS portal via the Westinghouse Enterprise Portal.

Westinghouse Computers

As outlined in Business Management System (BMS) policy BMS-IS-7 Westinghouse Computer Security Policy 104-End-User Computers, Laptops and Mobile Devices Westinghouse interns may be issued Westinghouse computers provided the following criteria are met:

1. Westinghouse interns are not permitted to take Westinghouse computers offsite.
2. Westinghouse interns will not be granted VPN or remote access privileges.
3. The intern’s manager or sponsor is responsible for maintaining compliance with these requirements.

Continuation of Internship

As long as the manager has the money in his budget and approval from his senior manager an intern can continue to work part time at his work location throughout the school year. The manager must terminate the intern by completing an SAP Change Form and Separation Clearance Form when the assignment is complete.

Intern Termination Process

The termination process for interns will be the same as regular employees. Please complete both the online portion of the Separation Clearance Form and have the intern complete the hardcopy form on his last day.
**Special Notes**

Children of employees are eligible for internship opportunities with the Westinghouse organization. These candidates **MUST** meet all of the requirements identified above and **MUST** follow the Internship Hiring Process previously outlined.

***Please Note:*** Intern candidates can NOT be employed or managed in the same group as their parent.***

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**Please feel free to contact any member of the University Relations Team**

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