

PERSONNEL CABINET
(Amended at ARRS Committee)

101 KAR 2:086. Internship interview preference.

RELATES TO: KRS 18A.030, 18A.032, 18A.110

STATUTORY AUTHORITY: KRS 18A.110

NECESSITY, FUNCTION, AND CONFORMITY: KRS 18A.030(2) requires the secretary of the Personnel Cabinet to establish general procedures for personnel recruitment, for certification, and for improving the efficiency of employed personnel. KRS 18A.110 requires the secretary to promulgate administrative regulations for the classified service hiring and selection process, to include (1)(a) applications and examinations, (1)(b) certification and selection of eligibles, (1)(f) registers, and (7)(j) other administrative regulations not inconsistent with KRS Chapter 18A and KRS Chapter 13A, as may be proper and necessary for its enforcement. This administrative regulation establishes an internship interview preference for the KRS Chapter 18A classified service hiring process.

Section 1. Eligibility. An applicant shall be granted an internship interview preference for the position applied for if he or she:

- (1) Meets the minimum qualifications of the KRS Chapter 18A classified position applied for; and
- (2) Provides documentation verifying his or her successful completion of an internship coordinated by the Personnel Cabinet.

Section 2. Procedures.

- (1) Applicants entitled to internship interview preference as set forth in Section 1 of this administrative regulation shall be clearly identified by the Personnel Cabinet.
- (2) If the number of applicants granted an interview preference for an advertised classified position is less than five (5), the employing agency shall offer an interview to all applicants identified in subsection (1) of this section.
- (3) If the number of applicants granted an interview preference for an advertised classified position equals or exceeds five (5), the employing agency shall offer an interview to at least five (5) applicants identified in subsection (1) of this section.

Section 3. Restrictions.

- (1) An internship interview preference shall expire:
 - (a) Upon initial appointment to any position in the classified service; or
 - (b) After five (5) years from the date of internship completion.
 - (2) The secretary may revoke an applicant's internship interview preference for one (1) or more positions due to factors listed in KRS 18A.032.
 - (3) The secretary may designate specific positions, job classifications, or agencies as exempt from internship interview preference requirements.
 - (4) The provisions of this administrative regulation shall be effective for KRS Chapter 18A classified positions advertised beginning July 1, 2025.
- (51 Ky.R. 601, 1071; eff. 3-4-2025.)

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