



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Working for Oklahoma"

OPM 10-11

DATE: March 1, 2010

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., IPMA-CP, Administrator and
Cabinet Secretary of Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" field.

**SUBJECT: New OPM Carl Albert Public Internship Program
Online Application System**

Applying for an internship with the State of Oklahoma just got easier with the new Office of Personnel Management (OPM) Carl Albert Public Internship Program (CAPIP) Online Internship Application System, available at <http://CAPIP.OK.gov>.

"The new online system will provide efficiencies in many areas of our CAPIP program," said Denae Edwards, OPM Carl Albert Public Internship Program Coordinator. "Not only are we offering an online process to college students, but the process is being extended to all state agencies, providing for less paperwork, increased competition, and fewer man-hours devoted to the internship hiring process."

Visitors to the site can view all State of Oklahoma internships with participating agencies and can create an account to apply. The visitor must then complete an online application and specify if they are seeking a graduate, senior undergraduate, or an undergraduate internship. Once OPM approves an online application, state agencies can view the interested applicants and contact those who meet their criteria for an internship.

All Oklahoma state agencies have the ability to upload internship descriptions through the same system by contacting OPM to request an account. Please contact Denae Edwards, OPM CAPIP Coordinator, at (405) 522-1737 or Denae.Edwards@opm.ok.gov.

*"We serve the people of Oklahoma by delivering reliable and innovative
human resource services to our partner agencies to achieve their missions."*