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**DATE:** June 10, 2026

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Launch of the State Civil Service Internship Toolbox

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Louisiana State Civil Service is pleased to announce the launch of the [Internship Toolbox](#), a comprehensive online resource designed to assist state agencies in creating, enhancing, and sustaining high-quality internship programs.

The [Internship Toolbox](#) was developed to support agencies in attracting emerging talent, building workforce pipelines, and providing meaningful developmental experiences for students and early-career professionals. The resources included offer practical guidance, templates, tools, and best practices that agencies can adapt to meet their unique workforce needs.

Resources available within the [Internship Toolbox](#) include:

- Internship program planning and development tools
- Business case and program proposal templates
- Internship position and project planning resources
- Recruitment and selection guidance
- Onboarding and orientation materials
- And much more

The [Internship Toolbox](#) is intended for use by human resources professionals, hiring managers, supervisors, and agency leaders involved in workforce planning and talent development initiatives.

State Civil Service encourages agencies to utilize these resources when developing new internship opportunities or enhancing existing programs. Expanding internship opportunities across state government supports agency workforce needs while introducing students and emerging professionals to meaningful public service careers.

We appreciate your continued efforts to develop Louisiana's future workforce and strengthen the talent pipeline for state government.

Questions regarding the Internship Toolbox may be directed to [Dr. Dana LeBherz](#), Division Administrator for the Learning, Performance, and Culture Division.

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director