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Mary Elizabeth Bailey
SECRETARY

MEMORANDUM

PERSONNEL MEMO 25-09

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
Human Resource (HR) Administrators

From: Mary Elizabeth Bailey, Secretary

Date: June 5, 2025

Re: **New Regulation – 101 KAR 2:086: Internship Interview Preference**

Internships serve as a foundation for the development of future Team Kentucky leaders. They provide an invaluable pipeline for fresh talent, innovative ideas, and dedicated individuals who can help contribute to efficiency and effectiveness of our public institutions. By offering hands-on experience and fostering professional growth, internships prepare the next generation of dedicated employees and enhance the capacity of our state agencies to meet evolving needs of our citizens.

Given the importance of internships and state government recruitment initiatives, the Personnel Cabinet promulgated a new regulation, 101 KAR 2:086, that grants certain applicants an internship interview preference for KRS Chapter 18A classified positions. For positions advertised beginning July 1, 2025, 101 KAR 2:086 grants an interview preference to an individual (1) who meets the minimum qualifications of the KRS Chapter 18A classified position applied for, and (2) who provides documentation verifying his or her successful completion of an internship coordinated by the Personnel Cabinet.

If less than five (5) applicants granted interview preference apply for an advertised position, the agency shall offer an interview to each of the internship preference applicants. If five (5) or more applicants with interview preference apply for the position in question, the agency shall offer an interview to no fewer than five (5) of the preference applicants. Please review [101 KAR 2:086](#) in its entirety to familiarize yourself with the requirements of the new regulation. The Personnel Cabinet's Department of Human Resources (DHRA) will provide additional guidance as it deems necessary for implementation of this regulation to Human Resource Administrators. Please direct questions to Jamie Caldwell, Commissioner, DHRA, at Jamie.Caldwell@ky.gov.

Thank you.

