

## **SPEEA-Represented Interns,**

It has recently come to our attention that the Talent Acquisition team needs to change the closeout and conversion process for SPEEA-represented interns.

Please have a conversation with your manager about your performance. Once it is determined that you have met performance expectations on your priorities, you will need to take the actions below:

1. Call Worklife > Leave Office and submit the request for ELOA starting the first day after your internship ends through to your estimated return date. Note, this cannot be longer than 1 year without approval from the Global University Talent Acquisition team.
  - a. This should occur immediately if your last day is 8/8, 8/9, or any time the week of 8/12 – 8/16
  - b. If your last day is beyond 8/16, you should initiate the process 1 week before your end date
2. Your manager will need to approve the automated ELOA email request that comes from the Leave Service Center by responding to the email "Approved" and turn you off in ETS.
3. As a reminder, this is NOT a guarantee of placement or matching to a new role. You still need to provide your information to the Talent Acquisition team as described in the "How to hear about other Boeing opportunities" section of the Closeout Guide. Rather than accepting a future offer using your external profile, you would now be extended and accept an offer in the internal portal through Worklife from Home.
4. Please also ensure that you know your Worklife username and password, which you probably do not use often, and test logging on from a personal device. You will need access to the Worklife portal to accept a potential future offer.

The Talent Acquisition team is modifying the Intern and Manager Closeout Guide Resources and Processes to represent this change.

If you know a SPEEA-represented intern that was already terminated, the Talent Acquisition team will be working with HR Ops and Communications to reverse the termination and explain the change to the intern.

If you are anticipating an offer from a rotation program or your manager, in the meantime, please review the steps for Security Clearance & PhD interns, as they most closely align to the internal offer process that ELOA interns will have to follow. Your Total Rewards Impacts will also be the same as the Security Clearance & PhD interns.

***The Global University Talent Acquisition Team***