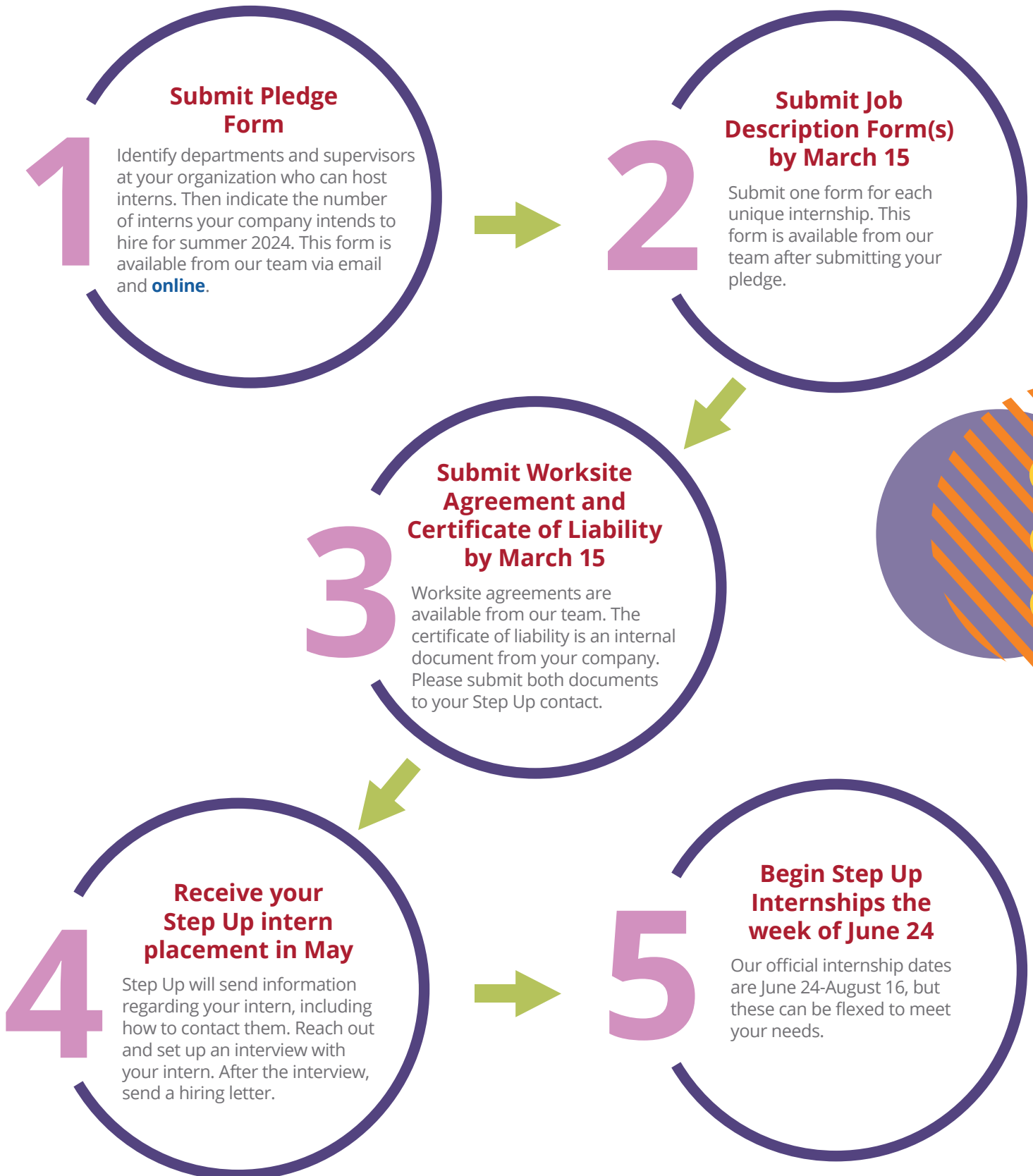



# Roadmap to Hiring Step Up Interns

stepup





# Step Up FAQs



## How does Step Up match interns with appropriate jobs?

We match interns with positions based on the best alignment of their interests, skills and experience, the needs of the employer and the requirements of the position. Employers receive one candidate for each position. If your organization determines that a candidate is not well-suited for the position, a Step Up job coach will work to resolve the issue. If needed, we will work quickly to find another candidate to interview.

## What do I need to do before my intern starts?

After you submit all of the required documents, confirm your company's on-boarding plan with your Step Up team member. We will relay that information to your intern. After you receive your intern placement information in May, schedule and conduct an interview with your intern. After the interview, send an official hire letter confirming job details and start date so your intern is ready for their first day!

## How much do internships pay and how long do they last?

Step Up employers pay at least \$16 per hour and provide employment for 20-40 hours per week. Official dates for our 9-week summer internship are June 24-August 16, but start and end dates can be flexible to meet your needs.

## How do young people become involved in Step Up?

Step Up serves Minneapolis youth between the ages of 14-21. To qualify, young people must be residents of Minneapolis and meet one additional eligibility requirement (family income, an IEP or 504 plan, disability, English language learner, pregnant or parenting teen, homeless, foster care or involvement with the justice system). All participants must complete Work Readiness Training to learn critical job skills and build confidence.

## What kind of support does Step Up offer?

During the planning process, our team can help identify internship opportunities in any business environment. We'll be there as you share information and build support for Step Up at your organization and help identify possible supervisors. We can also help align your on-boarding process to ensure that all interns who are placed successfully are hired. All supervisors receive a Step Up orientation focused on best practices and tools to work effectively with your intern, including a handbook with helpful hints for supporting youth in the workplace. Each supervisor-intern pair is also assigned a Step Up job coach who will provide resources and on-going support.

## If my company is working remotely, what are my options?

Step Up understands that working environments have changed significantly since COVID-19 and has worked with employers to create successful in-person, virtual and hybrid experiences since 2020.. Our team is available to help you develop the best internship options for your organization and implement best practices.