

# Roadmap to Hiring Step Up Interns

stepup

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## Submit Pledge Form

Identify departments and supervisors at your organization who can host interns. Then indicate the number of interns your company intends to hire for summer 2021. This form is available from our team and [online](#).

2

## Submit Job Description Form(s) by March 26

Submit one form for each unique internship. This form is available from our team and [online](#).

3

## Submit Worksite Agreement and Certificate of Liability by March 26

Please complete and submit your worksite agreement and certificate of liability to your Step Up contact. Worksite agreements are available from our team.

4

## Receive your Step Up intern placement in May

Step Up will send information regarding your intern, including how to contact them.

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## Begin Step Up Internships the week of June 14

Our official internship dates are June 14-August 13, but these can be flexed to meet your needs.

## Hiring Checklist

- Confirm your intern's onboarding plan with your Step Up employer engagement associate.
- Contact your intern within three days to set up an interview (texting is great!).
- Interview your intern.
- Send your official hire letter to your intern.
- Receive ongoing support from your Step Up job coach throughout the hiring process and internship.



# 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. In May, employers receive one resume for each position they have submitted and then are responsible for contacting the intern directly to set up an interview. If your organization determines that a candidate is not well-suited for the position, we will quickly find another candidate for you to interview.

## What is Step Up Work Readiness Training?

Our 16-hour training program is certified by the Minneapolis Regional Chamber and customized with insights from several local professionals. Interns learn critical skills for securing employment (such as creating resumes and job interviews) and functioning in a work environment, including workplace communication, workplace etiquette, appropriate dress, networking and developing professional relationships. Our training helps interns build confidence, develop digital skills that are essential in the 21st century workplace, and be better prepared for their internships and future careers.

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

Step Up employers pay at least \$14.25 per hour and provide employment for 20-40 hours per week for 6-10 weeks. Our summer 2021 internships officially run June 14 to August 13, but these dates can be flexible to meet your needs.

## What if my intern match isn't a good fit?

Each company will have a Step Up job coach who provides support throughout the internship. If any issues arise, contact your coach immediately. They can help resolve many problems if they are caught early enough. If a problem persists, you can terminate your intern's employment at any time.

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

Step Up Level 2 serves Minneapolis youth between the ages of 16-21. 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 also complete work readiness training.

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

Step Up understands the need to be flexible during COVID-19 and is working with employers to create in-person, virtual and hybrid options for summer 2021. Our team is available to help you develop the best internship options for your organization and implement best practices.

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# How Step Up Supports Your Team

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## Step Up Leadership Roles

Here are three distinct roles that are critical to making Step Up a success in your workplace. Depending on the size of your organization, one person may fill multiple roles.

### Executive Champion

- Endorses Step Up at your organization.
- Champions and communicates your organization's aggregate internship commitment.
- Marshalls your organization's resources and exercises their influence to achieve the number of internships pledged.

### Main Contact

- Serves as the primary contact for communication and coordination with Step Up.
- Leads the effort to determine opportunities and capacity for interns across your organization and identify possible supervisors.
- Monitors progress toward aggregate internship commitment.
- Manages internal processes for interns from onboarding through internship completion, including scheduling interviews, establishing the onboarding process and coordinating special activities during the internship.

### Supervisor

- Serves as the primary liaison between the organization and the intern.
  - Interviews intern(s) and makes final hiring decisions.
  - Creates intern job descriptions, work plans and work schedules and communicates these to the intern.
  - Provides ongoing feedback and support throughout the internship.
  - Identifies mentors with whom interns can discuss careers and professionalism (might be the supervisor).
  - Contacts Step Up team (and Main Contact) with any issues or questions.
  - Completes intern evaluations and program surveys.
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## How Step Up Supports Your Team

### Before Internships

With over 29,000 Step Up internships created since 2003, our team can help identify internship opportunities in any business environment. We'll be there as you share information and build support for the program at your organization and identify possible supervisors.

We can also help you align your onboarding process with interns to ensure that all interns who are placed successfully make it through onboarding and are hired.

### During Internships

All supervisors receive a Step Up orientation focused on best practices and tools you can use throughout the summer to work effectively with your intern. We also provide a supervisor 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 support during the internship. Your coach is available at any time for questions or concerns.

