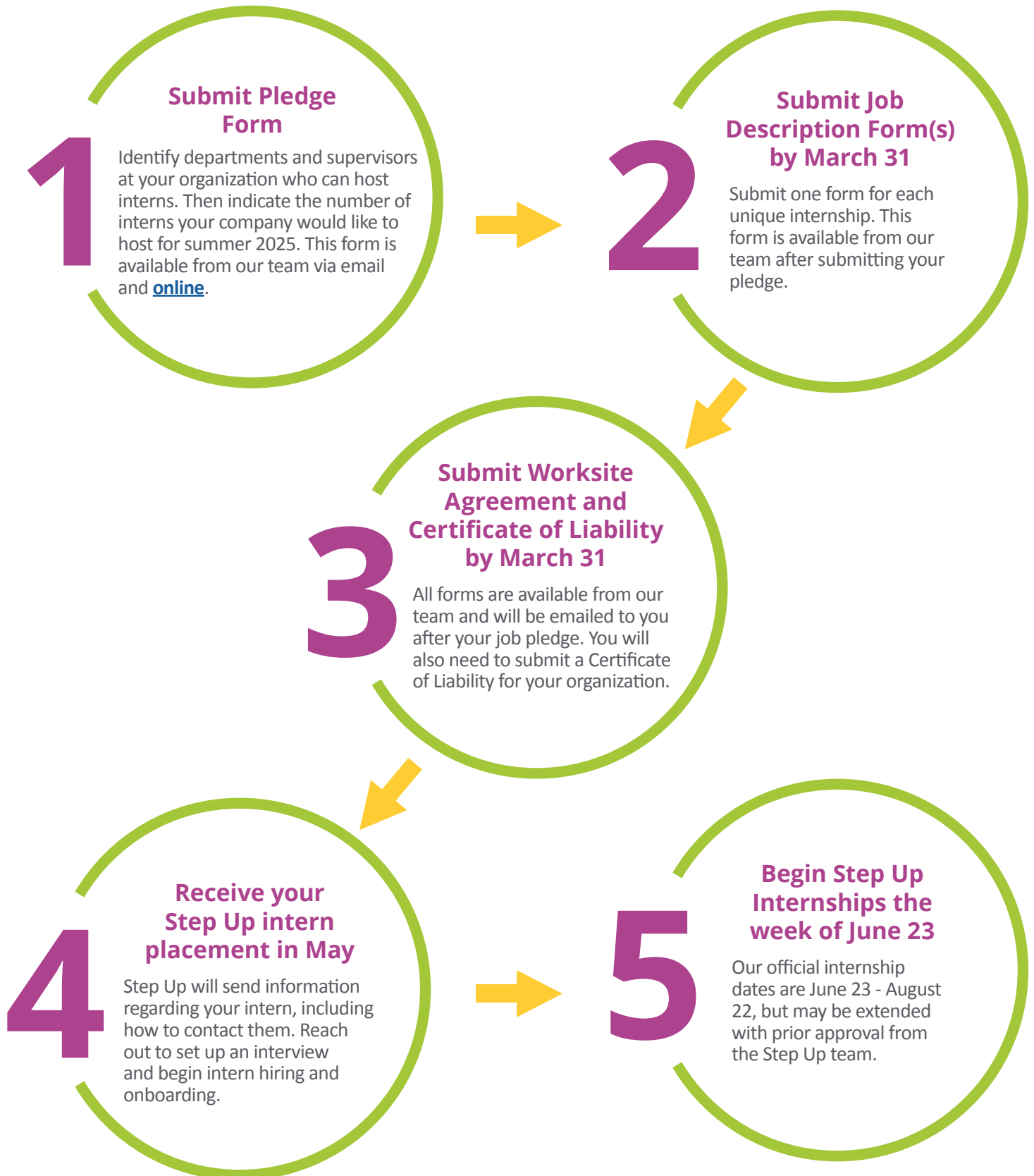


LEVEL 2

Roadmap to Hiring Step Up Interns

stepup



Step Up FAQs

stepup

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.

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

Step Up employers pay at least \$16.50 per hour and provide employment for 20-40 hours per week. Official dates for our 9-week summer internship season are June 23- August 22 but start and end dates can be flexible to meet your needs.

What kind of support does Step Up offer?

During the planning process, our team can help identify internship opportunities at your organization. We'll be there as you share information, build support for Step Up, and help identify possible supervisors. 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 ongoing support.

What do I need to do before my intern starts?

After you submit all of the required documents (including a Job Description, Worksite Agreement and Certificate of Liability Insurance), create a clear and streamlined hiring and onboarding plan for your intern and share this in detail with your Step Up team member. After you receive your intern placement information in May, reach out to set up an interview and begin intern hiring and onboarding. Be sure to prepare your office and inform your colleagues that your Step Up intern is starting!

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 pre-internship training to learn critical job skills and be prepared for work at your organization.

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

Step Up supports remote and hybrid internships. Our team is available to help you develop the best internship options for your organization and implement best practices.

How much does Step Up cost? Are there any fees for participating?

There are no fees for participating or expenses beyond the intern wages. Total cost can be as little as \$2,000 and varies based on employer plan for intern schedule and wages.



www.achievetwincities.org/stepup