

Roadmap to Hiring Step Up Interns

stepup

1

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 2023. This form is available from our team via email and [online](#).



2

Submit Job Description Form(s) by March 31

Submit one form for each unique internship. This form is available from our team after submitting your pledge.



3

Submit Worksite Agreement and Certificate of Liability by March 31

Worksite agreements are available from our team. The certificate of liability is an internal document from your company. Please submit both documents to your Step Up contact.



4

Receive your Step Up intern placement in May

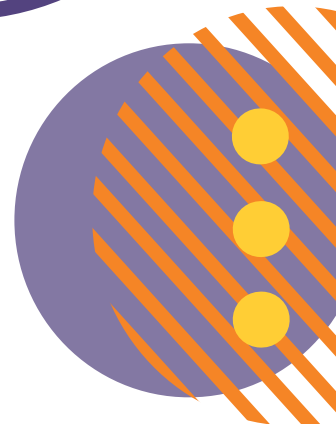
Step Up will send information regarding your intern, including how to contact them. Reach out and set up an interview with your intern. After the interview, send a hiring letter.




5

Begin Step Up Internships the week of June 20

Our official internship dates are June 20-August 18, but these can be flexed to meet your needs.





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 \$15.19 per hour and provide employment for 20-40 hours per week. Official dates for our 9-week summer internship are June 20-August 18, 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 the need to be flexible during COVID-19 and is working with employers to create in-person, virtual and hybrid options for summer 2023. Our team is available to help you develop the best internship options for your organization and implement best practices.