**Youth Employment Project****Employer Tool Kit   
Meeting Outline for setting up internships**

1. **What type of work would you like the intern to assist with?**

(Specific department or task)

Each internship should be built to address needs of the business while providing students a chance to observe the more detailed aspect of work.

1. **What kind of internship would fit for the work the business is needing done?**

* **Ongoing daily projects** within one department within the business; this is focused more on the tasks rather than shadowing, or a programmatic internship.
* Examples: daily admin assistance, social media assistance, event logistic, data entry, meeting support, customer support, data collection, Research collection.
* These internships can be built and run over several summers as long as the need of the business remain the same and the scoop of work fits the Job Descriptions.
* **Specific short-term projects**: These Internships may only happen once depending on that need, but it’s a great way to start building ideas for ongoing internships
* Digitalizing files, updating a data base, data collection, longer digital media projects, Videography, graphic design, web updates, software/hardware update
* **Programmatic**: Internships focused on assist different department daily projects while providing a higher level of job shadows part of the time for the internship to develop an understanding of each department.

1. **Does your business need assistance with an internship job description? YEP has a library of job descriptions that can be tailored to your business.**

**Job Descriptions already set up**: (see website for additional details)

* Admin assistance
* I.T. Support
* Leadership
* Data entry
* Summer programming
* Marketing
* Engineering
* Public works

1. **How long would your company want support from an intern?**

* 2-3 weeks
* 4-6 weeks
* 7-8 weeks
* All of summer
* Until project is completed

1. **How do you want to source interns?**

* YEP promotes business, handles Interviews, provides referrals
* YEP specifically vets and interviews before business
* YEP vets and places student, business does not have to interview

1. **Would you like YEP to provide weekly to bi-weekly check-ins on the students to gather reflections?**

* *Yes, please.*
* *No, I will provide weekly or bi-weekly touch bases to reflect on the week (or weeks.)*

1. **Can your business provide a mid-point evaluation and a Final Evaluation for the interns?**

* Depending on length of internship it could be Bi-weekly touch bases and a single final evaluation.
* If it is a longer-term internship (whole length of summer) we request both to keep the intern in the look of feedback.

 **How can employers hire a young adult through YEP?**Employers interested in the YEP should contact:

**Chelsea Daniel  
316-771-6622**[**cdaniel@workforce-ks.com**](mailto:mailtomailtocdaniel@workforce-ks.com?subject=YEP%20Inquiry)

**For more information** on the YEP or the Workforce Alliance, visit [www.workforce-ks.com/yep](http://www.workforce-ks.com/yep).   
  
Equal Opportunity Employer/Program – Auxiliary aids and services are available upon request to individuals with disabilities. Any individual with a disability may request accommodations by contacting the Workforce Centers at 316-771-6800, TDD: 711 or 1-800-766-3777, or admin@workforce-ks.com