



Youth Jobs 1 Intern Handbook

NAME _____



SAINT PAUL YOUTH EMPLOYMENT



Youth Jobs 1

WHAT TO EXPECT FROM A SUMMER WITH RIGHT TRACK:

- Structure of support: Right Track Job coach and a site supervisor
- \$10/hour paid by the City of Saint Paul
- Feedback, coaching and training all provided!
- 9 weeks, 15 hrs/week

Our Mission

To build Saint Paul's workforce by providing career-readiness opportunities and work experience for under-resourced Saint Paul Youth.

Our Goals

Young people will:

- Develop work readiness skills through job training and work experiences.
- Explore career pathways and potential careers.
- Develop relationships with adults and build their own professional networks.
- Earn wages and develop their own financial capabilities.

Our Model



Right Track operates two paid summer employment programs: Youth Jobs 1 (YJ1) and Youth Jobs 2 (YJ2)

- YJ1 provides young people a first time work experience internship with a local non-profit or at a library or recreation center.
- YJ2 provides young people with internships to explore career paths and practice project-based work at local businesses, non-profits, and government organizations.

In addition to internships, Right Track offers a stipend earning six-week online professional development series.

YJ1 HIRING PROCESS

Apply

• February 1-28

Attend Online Training

• Early March

Career Exploration Week

• March 22-26

Employment Interest Survey

• by March 28

Interview

• Between April 5 &
April 16

Payroll Paperwork Collection

• May 1-15

Orientation & Training

• June 14-18

First Day of Work

Monday, June 21

TABLE OF CONTENTS

AT A GLANCE **2**

HIRING PROCESS **3**

YJ1 AND WHAT YOU'LL GET **4**

SUCCESSFUL SUMMER CHECKLIST **5, 6**

RESUME **7, 8**

INTERVIEWING **9, 10**

THANK YOU NOTE **11**

EMPLOYMENT PAPERWORK **12**

TESTIMONIALS **13**

NOTES **14**

YJ1 AND WHAT YOU'LL GET

Commintment and Payment

There are a variety of types of jobs available to applicants this summer. All sites will require that their Right Track staff be available to work approximately 15 hours each week.

YJ1 participants will earn \$10/hour and will be paid every other week via a focus card or direct deposit into a bank account. We highly encourage you to set up direct deposit for the summer.

Open a Bank Account with Hiway Credit Union

Are you interested in setting up direct deposit? You can open a non-custodial bank account with Hiway Credit Union. These accounts are available to young people involved with Right Track. You can apply to open an account [here](#). To apply, click **Become a member**, select “**Minor Account**” and then “**ONLY High School Branch.**”



Structure of Support

Right Track exists to help you be successful this summer.

Here are some ways we will support you:

- Require every site to have an onsite supervisor for the Right Track interns working.
- Assign you a job coach. Job coaches will work with you and your on-site supervisor to help with any questions or issues that come up. You can call or email them with any questions you have or if you think something is wrong.
- Offer paid orientation the week before you start, check in with your supervisor about your orientation schedule.
- Provide feedback, you and your onsite supervisor will check-in regularly throughout the summer so you can learn about how you are doing and how you may need to improve. Remember the goal is to develop work skills you can use the rest of your life.
- Offer paid training opportunities, throughout the summer Right Track will provide trainings on skills you need to have to join the workforce, if you attend the trainings you will be paid for your time.

Grow your experience, grow your resume

Having an internship with Right Track will help you develop employment skills you can use now and in your future. Throughout the summer, pay attention to the tasks you enjoy doing and the ones you don't like, the ones you are good at and the ones you struggle with. This information will be helpful as you write resumes describing your skills, and as you consider potential career paths.

If you discover an interesting career path remember that for when you apply to Right Track next year. In YJ2 we can help you find an internship in the field you are interested in learning more about.

Rights and Responsibilities in a workplace

Each workplace has their own policies they review with new staff, including you. Things like dress codes, confidentiality, a press or social media policy, harassing or disrespectful behavior policies, safety or security policies may be covered. You'll need to adhere to their policies and always let your Job Coach know if you're experiencing a disrespectful or unsafe work setting. More on this topic will be covered during orientation at your job site.

SUCCESSFUL SUMMER CHECKLIST

1. To Do Before Career Exploration Week And Job Interviews

Complete the Career Interests survey and review the careers recommended based on the results.

Sign up for and attend your online Pre-employment training session

Look through the different job descriptions and watch worksite videos during Career Exploration Week (March 22-26) Attend Right Track info sessions if you need help

Complete Employer interest survey by March 28 (pick 3-5 employers you want to meet)

Create (and proofread!) a resume using Google Docs template or Indeed resume builder

Sharpen your interview skills by reviewing interviewing tips and how to answer and ask questions

Questions? Contact Right Track staff at: (651) 266-6363 or RightTrack@ci.stpaul.mn.us

2. Planning For Your Interviews

Write down any scheduled interviews here:

Date/time: _____ **Date/time:** _____ **Date/time:** _____

Be sure you have clarified with the employer how they will be interviewing candidates-phone, online or in-person interview.

Review interviewing materials from pre-employment training

Review employer information and job description before interview

Prepare 2 or 3 questions to ask at each interview

Whether in person or online, make sure you're ready/arrive 5-10 minutes early

Questions? Contact Right Track staff at: (651) 266-6363 or RightTrack@ci.stpaul.mn.us



If you are not offered a position after interviews, we strongly encourage you to look into online Professional Development with Right Track this summer and potentially earn money while you learn.

3. Before Your First Day

Determine how you would like to get paid-setting up a bank account will be preferable (you will need this bank account information for your payroll packet)

Submit necessary Payroll Packet materials online (must be done to get started with YJ1)

Having trouble with online payroll packet submission? Sign up for and attend an in-person Paperwork Drop off session **Date/time:**_____

Sign up for and attend a Right Track Orientation session (with your employer or with Right Track staff if doing online Professional Development) **Date/time:**_____

Determine your plan to get to work for each shift (and a back up plan, if needed)

Confirm your weekly schedule with employer, including your first day and time to arrive (and if working remotely, what time to be ready)

Confirm that you know who your daily supervisor is and that you have their contact information (necessary for both in person and remote work)

If working remotely, make sure you have a plan for where you will work at home.

Questions? Contact Right Track staff at: (651) 266-6363 or RightTrack@ci.stpaul.mn.us

4. First Day and Beyond

Meet your Right Track Job Coach via online/email during your first week and meet regularly with them. **Date/Time:**_____

Bring pen and paper on your first day so you can jot down questions/information that could be helpful all summer

Attend your regular meeting with your Right Track Job Coach

Be sure to ask questions, your supervisor and Job Coach want to help you succeed and feel confident and comfortable in your new role

Questions? Contact your supervisor or your Right Track Job Coach directly

Professional tips for the first day and beyond!

- Make a plan to get to work at least 5 minutes early
- Show up on time, in the appropriate attire everyday
- Ask questions if you don't understand the task
- Ask your supervisor how to contact them (call, text, or email)
- Contact your supervisor if you are sick, arriving late, or have a question
- Work hard, all the time
- Be truthful, respectful and authentic
- Ask for more work, when you finish a task
- Only use your phone during approved times
- Share your ideas on how to accomplish a project

RESUMES

A resume is a short summary of education, skills, accomplishments, activities and previous work or volunteer experience.

Resumes are extremely important. They give a potential employer basic information about you and they use that information to decide whether they want to interview or hire you. reference.

It is very important to have your correct contact information on your resume! Making sure the best phone number to reach you at and an email you check daily are on your resume means you will not miss any opportunities. Make sure your email is professional-if not, create a new one just for job searches.

Don't have a resume yet?

Use a template on Google Docs Or <https://resumebuilder.indeed.com/>

Other Resume Reminders

- Keep resume brief and professional
- Proofread before you send it, check for spelling, capitalization, punctuation, and clarity
- Review the job description and tailor resume toward job
- Share your extracurricular activities
- Volunteer service is great experience to include
- Do you have awards or achievements in school? Share them!

Need an example of what to include when writing your resume?

See this example here!

Work or volunteer experience, activities/interests, education are all important sections

Sample Resume - High School - No Work Experience

FirstName LastName
6 Pine Street, Arlington, VA 12333
home: 555.555.5555
cell: 566.486.2222
email: Example@name.com

Education

Arlington High School, Arlington, Virginia
2002 - 2006

Experience

Pet Sitter

2004 - Present

- Provide pet sitting services including dog walking, feeding and yard care.

Child Care

2002 - Present

- Provide child care for several families after school, weekends and during school vacations.

Achievements

- National Honor Society: 2004, 2005, 2006
- Academic Honor Roll: 2002 - 2006

Employers often ask for references...

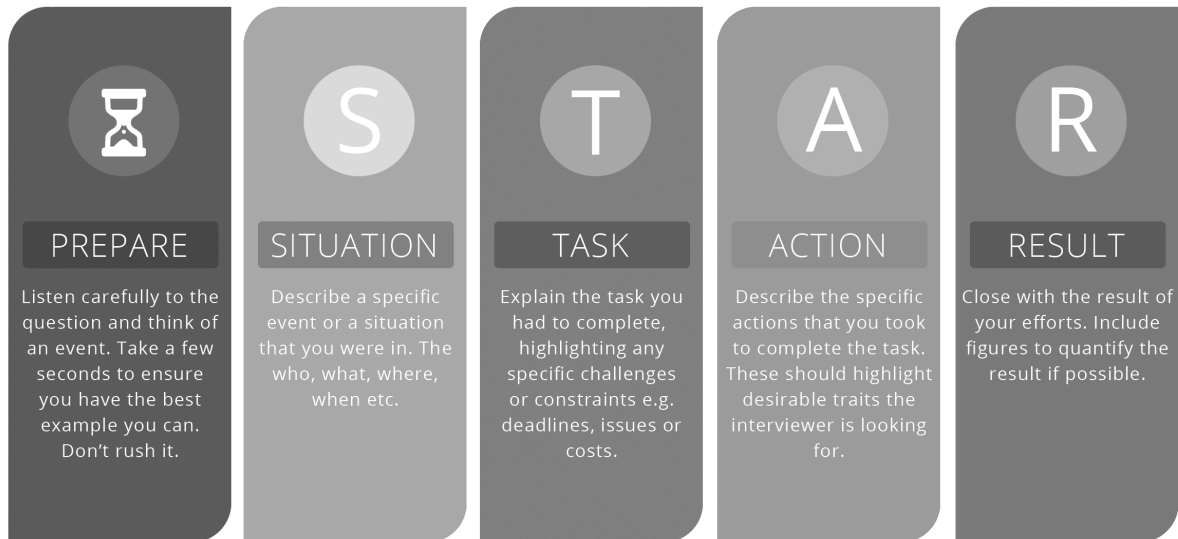
Just like it's always good to have an updated resume, you should also keep an updated list of people potential employers could contact. These people should not be related to you and should be able to talk about your professional skills, attitude, reliability, etc.

If you don't have previous work supervisors to list, teachers, advisors, coaches, community leaders or neighbors you've helped are all good people to ask to serve as a reference.

INTERVIEWING

Interviewing Tips

When answering interview questions, try not to give yes or no answers
Remember the STAR formula:



And remember, do not think of new details as you answer. Say what you had planned for and end.

If that's too much to remember, just remember to always give examples from your own experience when answering interview questions.

Other Helpful interview tips:

- Dress appropriately
- Be at least 5 minutes early
- Know what job you are interviewing for
- Review the job description before the interview
- Answer questions with enthusiasm
- Give examples of how you accomplish work
- Relax and try to be yourself
- Ask questions about the position
- Thank the interviewer in-person and via follow up email



Common Interview Questions

1. What is your greatest strength?
2. What skills or abilities would you like to improve?
3. Tell me of a time you faced a challenge or conflict at work or school, and how you dealt with it.
4. How would you describe yourself?
5. What's your dream job?
6. What motivates you? What are you passionate about?
7. Why are you looking for a job?
8. How would you describe your ability to work as a team member?
9. What has been your most rewarding accomplishment?
10. Would you rather work independently or in a team? Why?
11. What have you learned in school that would make you successful in a job?

After your interviewer finishes asking you questions, they should ask you if you have any questions for them.

Potential questions to ask employers:

- What days and times of the week would I be working?
- Would I be working inside or outside? How will I spend most of my days?
- Will I need to socialize? With kids? How old are they?
- Does this job require a lot of talking to customers? Will I ever work by myself?
- How physically engaging is this job? Will I sit at a desk?
- What is the Dress Code for this role?
- Why do you like working here?

Things to keep in mind if it's a phone or virtual interview:

- Speak up, speak clearly and be pleasant and friendly
- Find somewhere quiet, bright and where you won't be distracted
- Make sure tablet or phone is charged
- Have questions ready to ask
- Clear screen-no fun backgrounds
- If involves camera, leave yours on and remember they can see you-smile, sit up
- Be ready 5 minutes early
- Wear clean, comfortable clothes similar to the job you're applying for
- Look at camera like you would in person
- Let household know so they don't accidentally interrupt

A Thank you after the interview goes a long way!

We all like to be thanked for offering our time or giving someone our consideration, it's no different in a workplace! So, remember to thank the person who interviewed you as you leave, or hang up from a phone interview. And, send a follow up thank you as a final step to stand out among the other candidates.

Your Thank you note should include:

First paragraph:

- Mention the specific job title and thank your interviewer

Second paragraph:

- Start with a conversation point and/or goal that seemed especially important to the company and/or person you spoke with.
- Connect that point to your experience and interests.

Final paragraph:

- Invite them to ask you any additional questions and close by saying you're interested in the job and looking forward to hearing back.

Here's an example:

Subject line: Thank you for your time

Dear [Interviewer's name],

Thank you for taking the time to speak with me about the Marketing Coordinator role. It was great to meet with you and learn more about the position.

I'm very excited about the opportunity to join [Company name], and am particularly interested in the details you shared about the upcoming launch of the brand campaign. I'm enthusiastic about the prospect of taking on some of the project management and bringing my experience in successfully coordinating cross-functional initiatives to the table.

After our conversation, I'm confident that my background in marketing and my interest in brand growth will enable me to fill the job requirements effectively and support the vision of [Company name]. Please feel free to contact me if I can provide you with any further information or samples of my work. I look forward to hearing from you.

Thanks again,

[Your name]

P: 555-555-5555

E: youremail@email.com

EMPLOYMENT PAPERWORK








You'll be completing a Payroll Packet before you start working this summer. A payroll packet will require proof of identity, bank information, participation forms, and policies and procedures.

What Documents do I Need to Complete the I-9 Form?

A List A document, or a List B and a List C document.

Bring your ID's to a paperwork drop off session and Right Track staff can make copies for you.

If you don't have the documents below, check out the [Official I-9 List of Acceptable Documents](#).

<p>List A</p>  <p>Passport Must be current! Cannot be expired!</p>	<p>OR</p>  <p>Permanent Resident Card Must be current! Front and back copy.</p>	<p>Helpful Hints!</p> <ul style="list-style-type: none"> • If you have a document from List A, that's all you need! • If not, you'll need a document from List B <u>and</u> List C.
<p>List B</p>  <p>State ID/Permit/License Current – not expired! Front and back copies. Include F & B copy of "yellow papers" if expired.</p>	<p>OR</p>  <p>Student ID Card From the current School Year. Front and back copies.</p>	<p>ONLY if Under 18</p>  <p>School Report/Summary From the current school year, and if you are under 18 years old.</p>
<p>List C</p>  <p>Social Security Card Must be SIGNED and include a copy of the front and back sides.</p>	<p>and</p> <p>OR</p>  <p>Birth Certificate Front and back copies of a certified Birth Certificate.</p>	<p>Don't Forget!</p> <ul style="list-style-type: none"> • We need a copy of the front <u>and</u> back side of each ID/document you submit. • ID's must be current (cannot be expired). • Social Security Cards need to be signed!

PARTICIPANT TESTIMONIALS



“

Right Track brought me to the Right path and no other place will take you there! Right Track not only provides salary, it provides you so much that you'll be overwhelmed!”

-Bella

“The amount of opportunities Right Track has given me are endless. I first worked my job with Urban Roots when I was 14 years old.... I then turned 16 and decided to do the 6 week Professional Development program that has landed me a job with the Right Track Marketing team that I actually work for now!”

-Naomi

“Right Track to me means more than the income I received from the job I was matched with. Right Track is an amazing opportunity to find what career or major path you want to follow. It is never too late to find what your passion is, but never too early to start.”

-Ku

“It was because of Right track that I was able to meet my mentor and build relationships with the right people to get me to where I want to be.”

-Mouka



“If Right Track has taught me anything, it's that working for your community is one of the great things in life. Right Track offers youth in the community the chance to give back. I believe that we can work together and make a change in our communities.”

-Abdul



2021

City of Saint Paul - Right Track