



## 2010 STEP-UP Summer Jobs Program Program Information

### Program Description

- STEP-UP is a summer jobs program for diverse and motivated young people. The program recruits, trains and places participants, ages 14-21, in paid summer jobs.
- In 2009, more than 1,280 young people were placed at 174 different local employers.
- STEP-UP is a City of Minneapolis program operated by AchieveMpls.

### How it Works

- Employers identify job opportunities in their workplace.
- STEP-UP matches young people with jobs based on their career interests and skills.
- Employers interview the youth candidate and make the final hiring decision.
- STEP-UP provides ongoing support to youth and supervisors to ensure success.

### Who Benefits

- **Your Business**  
Students are reliable and motivated. 96% of supervisors said the STEP-UP program was a success at their company.
- **Local Youth**  
A meaningful summer job can inspire youth to pursue their education and career dreams. 97% of participants said their summer job was a valuable learning experience.
- **Our Community**  
Employing Minneapolis young people is an investment in the city's vitality and future workforce.

### Employment Details

- Employers must provide employment for 6-10 weeks, 20-40 hours per week.
- Positions must pay at least \$7.25 per hour.
- Job sites must be located within Minneapolis or accessible by public transportation.
- Employment start and end dates must occur between June 14 - August 13.



Questions? Contact Anne Krocak at AchieveMpls  
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## 2010 STEP-UP Summer Jobs Program Hiring Process

1. Submit a **Job Pledge Form** with the total number of jobs your company will pledge.
2. Complete one **Job Description Form** for each job and return the form(s) via fax or email by **April 15**. Review and sign the **Worksite Agreement Form** and return via fax.
3. STEP-UP will review job description(s) and match students to jobs based on their skills, interests and experience.
4. In May, you will receive the resume(s) and contact information of the student(s) we have matched with your workplace. When you receive this information, please contact the student(s) within one week to schedule an interview.
5. You will also receive the name and contact information for a STEP-UP staff member that is assigned as the student's job coach for the summer. If you are unable to reach the student, please inform the student's STEP-UP job coach who will attempt to contact the student on your behalf. If the match is unsuccessful, we will proceed with a replacement and send you the resume of a new student to contact.
6. Upon hiring the student, please send the student an official letter\* of acceptance acknowledging the student's employment.
  - \*NOTE: The acceptance letter should include:
    - Job title
    - Hourly wage
    - Name of employer and location
    - Department, direct supervisor's name, phone and email address
    - Job description
    - Date and time of first day of work
7. If the student paired with your organization is not the right match, please call the student's job coach and STEP-UP will assign another student to your workplace.



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## 2010 STEP-UP Summer Jobs Program Employer & Program Timelines

### STEP-UP Employer Timeline

#### **January - March**

- Employers and STEP-UP staff work together to identify job opportunities, submit a job pledge number and complete Job Description Forms

#### **April**

- April 15: Job Description Forms and Worksite Agreement Forms are due to STEP-UP

#### **May**

- STEP-UP sends intern contact information and resume(s) to employers
- Employers interview and hire interns
- Supervisor Orientation (details to be provided to individual companies)

#### **June**

- June 14: First day of work & Kick-off Event

#### **July**

- Ongoing support from STEP-UP staff

#### **August**

- August 11: STEP-UP Celebration
- August 13: Last day of work

### STEP-UP Program Timeline

#### **January**

- STEP-UP staff recruits students in Minneapolis high schools
- January 29: Applications due

#### **February - April**

- Applications processed
- Students informed they have been accepted to STEP-UP
- Accepted students attend Work Readiness Training and Mock Interviews

#### **May**

- STEP-UP staff match students with Job Description Forms
- Students and employers are notified of job placements

#### **June**

- Employers interview and hire students
- Replacement candidates are referred as needed



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## 2010 STEP-UP Summer Jobs Program

# Frequently Asked Questions (FAQs)

**Q: What is STEP-UP?**

**A:** STEP-UP is a summer jobs program that recruits, trains and places motivated young people, ages 14-21, in meaningful summer jobs. Participants ages 14-15 are placed at nonprofit organizations for an educational first work experience, and participants ages 16-21 work in jobs at more than 140 local companies. STEP-UP is a City of Minneapolis program operated by AchieveMpls.

**Q: How can my company benefit from STEP-UP?**

**A:** STEP-UP provides youth participants with work-readiness training that enables them to positively contribute to your organization. Your business will demonstrate community leadership and diversify its workforce by becoming a STEP-UP employer.

**Q: How does STEP-UP place participants in appropriate jobs?**

**A:** STEP-UP matches participants in positions based on their interests, skills, and experience. In May, employers receive one resume for each position they submit. Employers then contact the youth directly to set up interviews. If your company determines the candidate is ill-suited for the position, STEP-UP will refer another candidate for you to interview.

**Q: How do young people become involved in STEP-UP?**

**A:** To qualify, applicants must be between the ages of 14-21 and live in Minneapolis. Applicants must also meet City of Minneapolis income eligibility requirements. STEP-UP recruits young people from the community who must complete a competitive application and training process.

**Q: What is the work-readiness training program?**

**A:** Our 7-hour training program was customized with insight from local businesses so students learn the crucial skills necessary in today's workplace. Topics include: interviewing skills, appropriate internet and cell phone usage, networking and résumé building. At program completion, each participating student receives a Work Readiness Credential certified by the Minneapolis Regional Chamber of Commerce. The end result is that students are better prepared for their summer jobs and future careers.

**Q: How much do the jobs pay and how long do they last?**

**A:** We ask that employers pay at least \$7.25 per hour and provide employment for 20-40 hours per week, for 6-10 weeks. Employment start and end dates must occur between June 14 and August 13.

**Q: What do I do if I have a problem with my STEP-UP intern?**

**A:** STEP-UP assigns a job coach to each company, and they are available to work with you to resolve any issues that arise. If a problem should persist, you may terminate employment at any time.

**Q: What does STEP-UP do to support supervisors at each organization?**

**A:** STEP-UP job coaches offer a supervisor orientation and a handbook to provide helpful hints for managing youth in the workplace. Job coaches stay in contact with weekly e-mails providing additional tips and guidance. Supervisors are encouraged to contact the job coach with any questions, concerns or feedback.



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