Summer Youth Employment Program

Information Session

Michelle Gordon-Seemore & Kristina Paolini
April 2022
Meeting Agenda

- SYEP Team & Community Partner Overview
- Program Overview
- Benefits of Hiring an Intern
- Program Details, Requirements & Timeline
- Interview Process & Selection Options
- Preliminary Onboarding Information
- Support from SYEP Team
- Next Steps
- Questions
SYEP Harvard Team Overview

- **Michelle Gordon-Seemore**
  - Director, Talent Acquisition & Diversity (HHR, TAD)
- **Kristina Paolini**
  - Senior Talent Acquisition Project Manager (HHR, TAD)
- **Maile Takahashi**
  - Director of Community Programming (HPAC)
- **Cyntoria Grant**
  - Associate Director Public School Partnerships (HPAC)
- **Jean Dao**
  - Public School Partnerships Program Manager (HPAC)
Our Community Partners

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<th>Boston Private Industry Council (PIC)</th>
<th>City of Cambridge</th>
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<td>• Established in 1979</td>
<td>• The Office of Workforce Development (OWD) serves as a coordinating entity for many youth serving programs in Cambridge</td>
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<td>• Intermediary between business/industry + education &amp; training systems + residents and workers of Boston</td>
<td>• Programs for teens include the Mayor’s Summer Youth Employment Program, internships at Harvard, a career-readiness program and a service-learning program</td>
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<td>• In partnership with the Mayor’s Office and the Boston Public Schools, PIC Career Specialists and Employer Engagement Managers coordinate summer jobs and school-year internships for thousands of students each year</td>
<td>• The office brings together 20 agencies to share information and work on common issues</td>
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Program Overview

SYEP allows high school students to explore opportunities and career options in higher education while receiving mentorship from Harvard managers.

The SYEP is an important component of our plan to support the community in which we work and invest in the future workforce.

The program also supports the University’s commitment in the areas of inclusion & belonging by supporting a diverse recruitment strategy.
Students can assist with…

- Answering phones & emails, greeting visitors
- Data entry & filing projects
- Communications-related activities
- STEM-related projects
- Internet research & benchmarking
- Inventory
- Other administrative and customer service-related duties

Think outside the box! Work with us to assess your needs.
Benefits of Hiring an Intern

• Increase department capacity – fill coverage gaps
• Finish outstanding projects
• Organize your office/files
• Provide valuable work experiences for young people
• Represent and support the communities in which we work
• Build a diverse talent pipeline and invest in our future workforce
Program Details

• 6-week summer internship program running from **Monday, July 11th** through **Friday, August 19th**.

• Departments are responsible for funding their intern – the approximate cost for the 6-week term is **$2,000-$3,000** (based upon 25-35 hours/week, and depending on hourly pay rate).

• Students will be invited to participate in optional, Ed Portal-led, weekly cohort sessions focused on interpersonal and professional development. They take place on Fridays and the expectation is that students will be compensated for these hours.
# Program Requirements

## Student Requirements

- Selected through community-based partnerships
  - Boston PIC & City of Cambridge
- Students must be minimum 16 years of age (by July 1st)
- Commit to a work schedule
- Must have appropriate waivers
  - Work authorization and health screening approvals

## Manager Requirements

- Must be authorized by their local department at Harvard to make hiring decisions
- Hiring Managers must abide by [Harvard’s Policy on Youth Protection](#)
  - This includes completing the Training for Responsible Adults in HTP and the required background screens, both as needed
  - SYEP team handles the logistics of the program’s registration
# 2022 Program Timeline

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<th>WHEN</th>
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<td>April 19&lt;sup&gt;th&lt;/sup&gt; &amp; 26&lt;sup&gt;th&lt;/sup&gt;</td>
<td>SYEP Information Sessions</td>
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<td>May 13&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline for SYEP Internship Requests</td>
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<td>May 16&lt;sup&gt;th&lt;/sup&gt; – June 3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Matching &amp; Selection Process</td>
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<td>June 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Manager Orientation Session*</td>
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<td>June (dates TBD)</td>
<td>Student Pre-Internship Training Workshops</td>
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<td>July 11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Program Begins &amp; Student Orientation</td>
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<td>August 19&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Program Concludes &amp; Farewell Reception</td>
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*We will offer an additional Manager Orientation Session in June, if needed*
Interview Process & Selection Options

- Interviews will be conducted May 16\textsuperscript{th} – June 3\textsuperscript{rd}*
- Typically, managers will conduct 1-2 interviews at most
- A decision must be delivered within 1-2 business days after the interview

**Student Selection Options:**
- Allow community partners & SYEP team to match (no manager resume review or interview)
- Manager resume review & no interview (give approval after resume review)
- Manager resume review, 30-minute Zoom interview(s) (maximum of 2 interviewees), selection

*We will do this on a rolling basis, as availability permits*
Interview Process (if conducted via Zoom)

Cambridge and Boston will send student resumes per internship

SYEP Team will review the resumes & schedule 30-minute Zoom interviews

Our team will send the interview confirmation to the student, manager, and community partner

Following the interview, the Hiring Manager will provide feedback/decision within 1-2 business days

If interview(s) do not go well, we will schedule additional interviews

Once a decision is made, our team will send the student their offer letter & inform the Hiring Manager

If the student declines the offer, we will schedule additional interviews
Preliminary Onboarding Information

**LOCAL HR & PAYROLL:** all hiring forms must be completed locally, ideally at least 2+ weeks before the student start date of July 11th.

The SYEP team will handle distribution of Harvard ID cards.*

Begin to think about access that the student may need & where they will sit.

Manager Orientation in June offers a deeper dive into the required forms, process, etc. for onboarding your intern.

*Only for students who have been onboarded within the appropriate time frame and have been issued an HUID*
Support from the SYEP Team

- Work with community partners and managers to identify successful placements
- Host Student Orientation on their first day
- Provide Manager Orientation to new and returning managers
- Collect program feedback to continue to improve
- Hold end of program Farewell Reception
- Serve as Harvard liaison to support the success of each placement
- Encourage participation in weekly Student Cohort Sessions led by the Ed Portal
Next Steps

- Share what you have learned with your colleagues!
- Refresh yourself of the program details by viewing this presentation on the SYEP website (link below)
- If interested in hosting an intern, complete the Qualtrics job request form (also on the SYEP website)
- Reach out to us with any questions

https://hr.harvard.edu/summer-youth-employment-program
Questions?

Thank You!