



HARVARD
Human Resources
CENTER FOR WORKPLACE DEVELOPMENT

Summer Youth Employment Program *Information Session*





Meeting Agenda

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

SYEP Harvard Team Overview

- **Michelle Gordon-Seemore**
 - Director, Talent Acquisition & Diversity (HHR, TAO&D)
- **Kristina Paolini**
 - Senior Talent Acquisition Project Manager (HHR, TAO&D)
- **Lila Reichart**
 - Administrative Coordinator (HHR)
- **Maile Takahashi**
 - Director of Community Programming (HPAC)
- **Jean Dao**
 - Public School Partnerships Program Manager (HPAC)



Our Community Partners

Boston Private Industry Council (PIC)

- Established in 1979
- Intermediary between business/industry + education & training systems + residents and workers of Boston
- 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

City of Cambridge

- The Office of Workforce Development (OWD) serves as a coordinating entity for many youth serving programs in Cambridge
- Programs for teens include the Mayor's Summer Youth Employment Program, internships at Harvard, a career-readiness program and a service-learning program
- The office brings together 20 agencies to share information and work on common issues



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...

Communications-related activities

Data entry and filing projects

Answering phones and emails

Greeting clients and customers

Internet research and 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
- 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 10th** through **Friday, August 18th**
- Departments are responsible for funding their intern at a payrate of \$17/hour
 - The approximate cost per intern is **\$2,000-\$4,000** (depending on weekly schedule)
- Schedules are flexible, but are typically 20-35 hours/week
- Work format (fully on campus, hybrid, or fully remote) is also flexible, but on campus or hybrid are generally recommended
- Students are required to participate in weekly, Ed Portal-led cohort sessions focused on interpersonal and professional development – which take place on Fridays from 12-3PM; **students must be compensated for these hours**
- SYEP job requests must be submitted by **Friday, April 14th**

2023 Program Timeline

WHEN	WHAT
March 16 th & 23 rd	SYEP Information Sessions
April 14 th	Deadline for SYEP Internship Requests
April 17 th – May 31 st	Interview & Selection Process, Offer Extension
DATE TBD (calendar invite will be sent)	Student Onboarding, Manager Orientation Session
July 10 th	Program Begins & Student Orientation
DATE TBD (calendar invite will be sent)	Farewell Celebration/Reception
August 18 th	Program Concludes

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



Interview Process

- The SYEP Programs Team will assist with coordinating the student interviews
- Interviews will be conducted April 17th – May 31st*
- Managers will conduct 2 interviews at most
- All interviews will be hosted via Zoom
- A decision must be delivered to the SYEP Programs Team within 1-2 business days after the interviews are complete

**We will do this on a rolling basis, as availability permits.*



Interview Process (cont'd)

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 10th

The SYEP Programs Team will coordinate Harvard ID Card photos at Orientation*

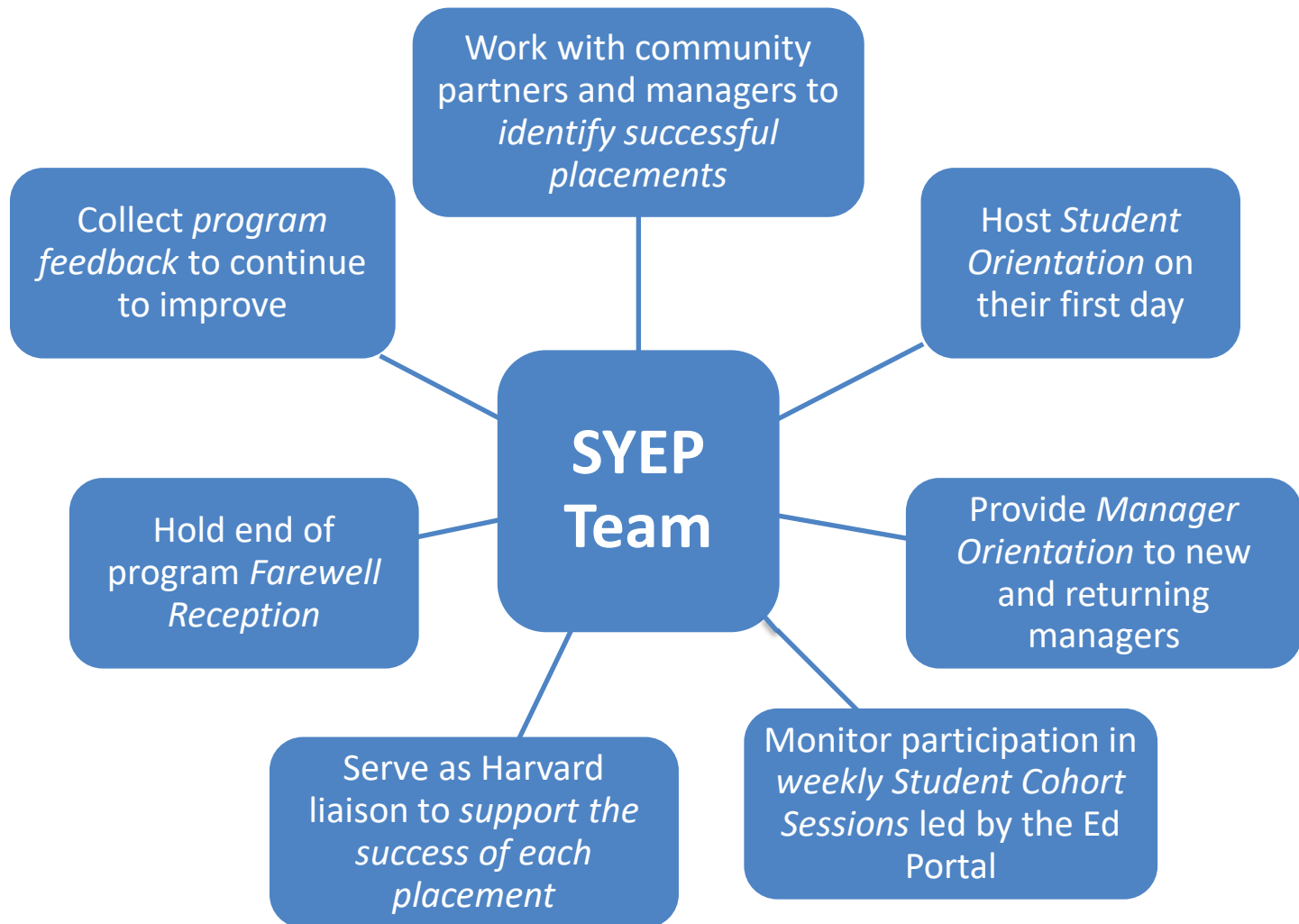
Begin to think about access that the student may need & where they will physically sit

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, physical cards will need to be picked up by the student (ideally, with manager escort) after Orientation*



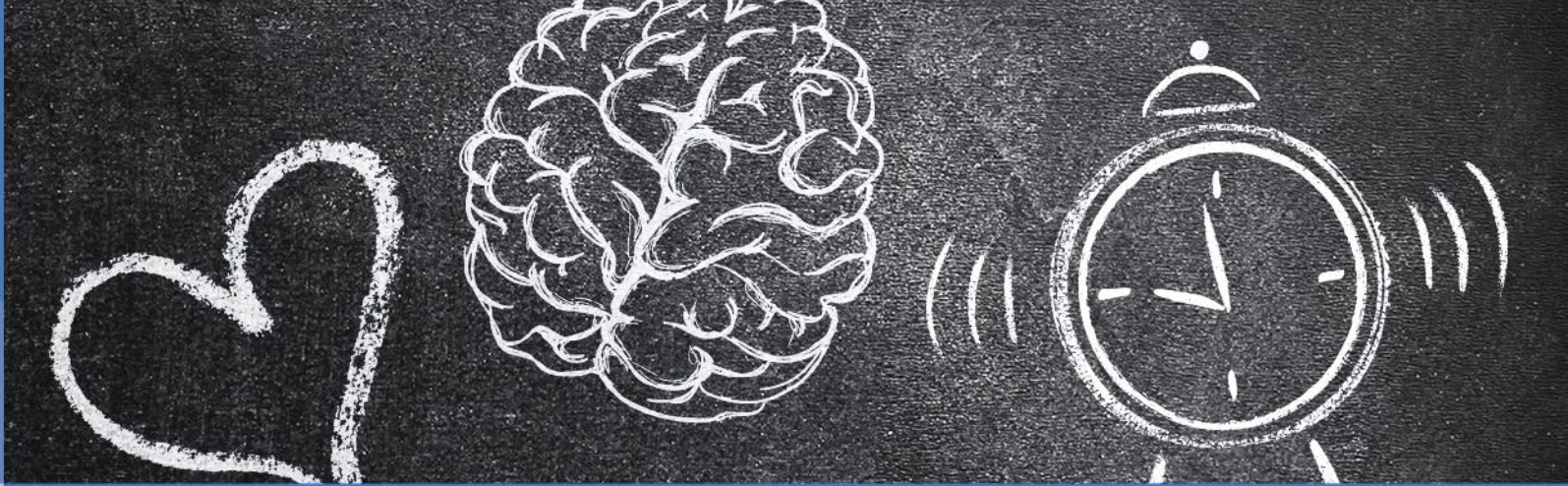
Support from the SYEP Team





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 response form](#) (also on the SYEP website)
- Reach out to us with any questions
- **SYEP Website:** <https://hr.harvard.edu/summer-youth-employment-program>



Questions?

Thank You!

