

The Hiring Process

Hiring an intern is much like hiring a regular employee, with two exceptions. Chiefly, interns will most likely not be as experienced as other potential employees. Secondly, interns will depend on their mentors for guidance and supervision throughout the summer. As WorkReady interns are 16-21 years of age, this will be the first "real" work experience for many of them and they will depend on you for support. But you will get support, too. Every company that hires an intern is assigned a program contact, a Philadelphia Youth Network (PYN) or contractor agency employee who will be your point of contact throughout the duration of your involvement. Here are some things for you to consider while you prepare for the hiring process:

Identifying candidates

- Your program contact person will select candidates for you to interview based on the qualifications you specify.
- The program contact person will be in touch with you to confirm your interview schedule.
 - All youth candidates will be contacted by your program contact person.
 - Resumes and interview evaluation forms will be emailed to you prior to the scheduled interview date.
- Selections should be made after all candidates have been interviewed.
- Your program contact person will notify the candidates of your decision.

Interviewing Guidelines

- Candidates should go through only one round of interviews with a centralized interview designee or panel.
- Allow half an hour for each interview.
- Review resumes beforehand and prepare specific questions to ask.
- Complete the provided evaluation form immediately after each interview.

During the Interview

- Candidates will be nervous, so it is important that you create a welcoming environment.
- Encourage candidates to ask any questions they may have about the position.
- Discuss if they are a good fit-
 - Do they have the necessary skills?
 - Do they have interest in the position?
- Complete the evaluation form for each candidate.

Making the Decision

- Review your evaluation of each candidate.
 - Who is most qualified?
 - Who will fit best within your team dynamic?
- Choose who you will hire and fax the evaluation forms for all candidates to your program contact person.
- Your program contact person will notify your intern.