



Recruiting Staff to Work with Interns

Four ways to increase employee participation from your company:

A program for youth may require buy-in from multiple departments and employees to create a successful summer work experience for both the youth and staff. Below are suggestions for engaging support from your employees:

1. **Build Interest Throughout the Company**

Sell the idea to people at different levels of the company from the CEO to board members, to union reps and front-line workers. In smaller companies, orient the senior staff and encourage them to support employees interested in working with students. Once the employees recognize that the program is valued throughout the organization, they will more likely want to participate.

2. **Approach Employees in Ways They Trust**

Building interest in these types of programs requires a personal appeal from the people employees trust - other employees. Employers should seek out staff members willing to recruit their colleagues. An information session is a good opportunity to give employees a chance to hear from co-workers who already had positive experiences or who believe in WorkReady programs.

3. **Anticipate Key Questions and Concerns**

Employees may give several reasons for not wanting to get involved in hosting a young person. The worksite, school contacts and program contacts can assist in providing the employees with the information and support they need. Employees will be more willing to participate if they are confident that resources are available to answer their questions and address their concerns.

4. **Create a System of Support and Reward**

Employees need to know that they will receive the necessary support to work with students. Provide employees with orientation sessions, materials and possibly training sessions. Because participation will require employees to develop new skills and change their routines, employers should consider incentives such as special company recognition, thank you letters, newsletters, etc.



Sample Recruitment Email

Greetings,

We are looking for departments or supervisors to help us provide meaningful experiences for local young people. Here is how your department can participate in our upcoming WorkReady Philadelphia internship program.

This summer, our company will join the WorkReady summer program to host **XX** youth internships at our company. The program, which is an integral component of WorkReady Philadelphia, provides high school students with first-hand exposure to the working world and an understanding of how school is connected to career success.

The students, all Philadelphia residents who will be rising high school juniors through upcoming college freshman, will work a total of 120 hours over the course of six weeks. They will spend approximately 18 hours per week at our worksite and then attend a two hour professional development training every Friday, which is administered by the Philadelphia Youth Network.

These youth may support you in a variety of different ways, such as assisting in every day functions, aiding in data entry and filing and even handling projects that may have been put aside due to lack of staff.

If you are interested in participating as a supervisor for the WorkReady summer program at our company, please call or email me at **XXXXX**.