

Employer FAQs

This is my first time working with an intern. What kind of support will I receive?

In addition to this Worksite Toolkit, you will receive personal attention from your assigned Program Contact or PYN's Business Partnership Specialists. These supports can help you craft job descriptions, facilitate intern performance, handle payroll and Workers Compensation services and much more.

What kind of work can I ask the interns to do?

Youth are highly motivated to produce quality work. They want to make meaningful contributions and develop their professional skills. Every organization has projects currently on the "back burner." A youth might be just the person to complete these projects! In addition, interns can assist in projects such as research, greening the office environment, marketing, social media, administrative tasks and/or technology-related duties.

What if I want to participate but don't necessarily have a specific project or task for the intern to work on?

Sample job descriptions and project ideas have been developed for each industry area which can be found in this toolkit. Your Program Contact may also meet with you to discuss how to best use the intern. Together, you may create engaging projects that keep the intern(s) busy.

Can we take our interns on a field trip?

You may take your interns on a field trip if you receive consent from a parent/guardian. PYN can supply you with a standard permission slip, or you may create your own; however, it must be signed prior to the trip. Please note interns are not permitted to ride in personal vehicles. If your work with youth will require transportation, the vehicle must be company owned and insured. Otherwise, the interns can take public transportation.

Are employers able to terminate interns if necessary? What is the process for doing so?

Yes. Employers have the same responsibilities and rights regarding interns as they do their own staff. It is recommended that you speak to your Program Contact prior to terminating an intern. However, it is ultimately your decision if you choose to terminate and how you choose to terminate.

Is attendance at the Professional Development sessions a requirement for interns?

Yes. Professional Development is an integral part of the internship program where interns have the opportunity to share and learn with their peers while creating a valuable portfolio of work they will be able to use for future career success.



Is the employer responsible for making sure the interns complete the assignments given by the Program Contact?

No. However, it is recommended that the employer ask about the assignments and provide time for the intern to work at a company computer to complete the assignments. This does not mean the employer is responsible for the completion of the work— that's each intern's responsibility.

Can the intern work more than the allotted program hours?

It depends: Yes, if you are a paying employer. No, if you're a subsidized worksite. Employers will be responsible for paying any additional wages to the interns. If you are interested in having interns work additional hours, you will need to reach out to your Program Contact to discuss payroll, timesheets and scheduling.

Can interns work on Saturdays?

Employers may request that interns work on Saturdays; however it is not a requirement of the internship program. If you would like interns to work on Saturday please indicate your request when completing the initial Internship Request Form.

Can interns volunteer additional time at the worksite?

No; this is a paid internship program and all time worked must be compensated.

Can a worksite hire their interns after the internship program ends?

Absolutely! You have already been through a trial run with these candidates during their internships. You know the talents they possess and the quality of work they can produce. By maintaining contact with youth after they return to school, you will simplify the process of recruiting them when they are ready to graduate. A positive experience will bring candidates to your organization.

What should I do if an intern doesn't show up for work?

Inform your Program Contact by phone or email. They will follow up with the student to determine the reason for the absence and develop a strategy to ensure the intern's attendance moving forward.

My office is located outside of Philadelphia. Can I still participate?

Yes! We are able to place interns at worksites outside of Philadelphia as long as it is within an hour of the city by public transportation. If you are located further outside of the city or not easily accessible via public transportation, you have the option to sponsor an intern at a non-profit or small business in Philadelphia.

How does the payment process work?

Once an employer commits to support the WorkReady Internship program they will be sent an invoice and letter which details the commitment and the total cost. We ask that all payments are received well before the program begins.



My company already runs an internship program, can I still receive recognition?

Yes, if there is a pre-existing internship program at your company you may be eligible to receive recognition as a Seal of Approval Employer if you meet the following criteria:

- The internship program is not funded by PYN or any PYN Program Contact.
- The employer pays the youth directly.
- Interns are Philadelphia residents, at least 14 years old, and attend high school in Philadelphia.
- Worksites meet the WorkReady Worksite Quality Criteria (compliance with applicable laws, worksite safety, mentoring and evaluation of interns throughout the summer experience).
- The internship program has a training/learning component for the youth in the program or has the youth attend the Philadelphia Youth Network (PYN) WorkReady Seminars.
- The employer has agreed to submit a WorkReady Seal of Approval Intern Data Form which requests information regarding the intern's name, gender, ethnicity, birth date, and home zip code.

To register at as a Seal of Approval Employer please contact Farrah Farnese at 267-502-3702 or ffarnese@pyninc.org.

What are the appropriate steps to take if there is a worksite incident?

As stated on the Worksite Agreement Form:

1. Depending on the nature of the incident, you should contact your Program Contact. Be sure to collect emergency contact information for all interns at your worksite and reach out to them in case of an emergency or injury.
2. Your worksite must submit an Incident Report to PYN and your Program Contact within 48 hours of any accidents or injury to any youth placed at the worksite. The Incident Report can be found in the Worksite Toolkit.