
Seattle Youth Employment Program (SYEP) Employer FAQ

- ***How do I become an internship site and host interns?***
The first step to attain an intern is to complete and submit the SYEP Employer Application.
- ***When is the last day to apply to become an internship host site?***
The deadline to apply for an intern is Friday, April 15, 2022. Applications are processed as received so it is highly recommended to submit your application as soon as possible.
- ***What is the start and end date for the summer internship season?***
Interns will complete an 8-hour pre-employment training during the month of June, dates TBA. Summer internships begin with you on Wednesday, July 6th and end Tuesday, August 16.
- ***What is expected of me as a Site Supervisor?***
You will coach and mentor your intern, track their work hours, and support interns in learning workplace skills. Most interns are new to SYEP and your internship may be their first work experience. Additional information will be sent to you upon acceptance.
- ***Will I be guaranteed the number of interns I requested?***
We cannot guarantee all internship slots will be filled. Placement criteria include site location, skill, age, interest, and employer requirements. We will fill as many slots as possible, while matching interns with a position where they will succeed.
- ***Can I request as many interns as I want?***
There is a limit of five (5) interns per supervisor. Multiple supervisors *are* permitted per site.
- ***When will I know if my application to host an intern is approved or denied?***
We will contact you by April 25 of your application status. We may contact you earlier if we have questions about your application.
- ***How many hours can an intern work?***
Interns may work up to 150 paid hours this summer. Of the 150 hours, we will provide interns with 8 hours of pre-employment training. You will provide up to 142 hours of internship experience. Interns average between 20-25 hours per week.
- ***How much are interns paid? Who pays them?***
Interns are paid the minimum wage of \$17.27/hour. We pay for intern wages. However, you may elect to pay for your own intern wages which allows us to employ more youth.
- ***Do I have to attend a supervisor training even if I am a returning supervisor?***
Yes, if you are selected as a supervisor you are required to attend our supervisor training, even if you are returning. The wisdom of returning supervisors is helpful and new information will be shared. The training will be held in June.

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- ***When does the Youth application open and close?***
Youth applications opened on February 14, 2022, and will close on Friday, March 25, 2022.
 - ***How are interns selected for SYEP?***
Youth apply online, are screened for eligibility, and are entered into a lottery system for selection.
 - ***Are supports available to help me deal with any challenges that might come up during the internship?***
A Youth Development Counselor (YDC) will be assigned to your site and will be available to assist in resolving issues and developing strategies for improvement. Additional information and policies will be discussed during the mandatory supervisor training in June.
 - ***What support can I expect from SYEP?***
Youth Development Counselors (YDC) will also support you and your intern by monitoring intern experiences, ensuring timesheets are completed, and answering questions related to SYEP policies and procedures. We will support you to resolve challenges as they arise.
 - ***Are interns required to be vaccinated?***
As City of Seattle employees, interns are required to be fully vaccinated in order to participate in the program, unless given an exemption due to religious or medical conditions.