
Seattle Youth Employment Program (SYEP) Employer FAQ

- ***I'm interested in hosting an intern, what are my next steps?***
The first step to attain an intern is to complete and submit the [SYEP Employer Interest Form](#) and Application—via our Employer Portal. The deadline to apply for an hosting intern(s) is Wednesday, April 12th, 2023. 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?***
Internships this summer will begin on Wednesday, July 5th and end Tuesday, August 15th. On a case-by-case basis we may be able to accommodate earlier start or later end dates.
- ***What is expected of me as a Site Supervisor?***
You will coach and mentor your intern(s), 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. We will also provide training and support throughout the journey.
- ***Will I be guaranteed interns if I apply?***
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 I have been assigned interns?***
All hosting sites will be notified of placement of interns by the end of May.
- ***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 \$18.69/hour. We pay for intern wages. However, you may elect to subsidize all or a portion of the assigned intern wages which allow us to employ more youth and potentially extend their work assignment.
- ***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 on June 14th and June 20th.

- ***When does the Youth application open and close?***

Youth applications open on February 1st, 2023, and will close on Friday, March 24th, 2023.

- ***How are interns selected for SYEP?***

Youth apply online through our Youth Portal and participate in our enrollment and placement process.

Our process:

1. Youth Apply through the Youth Portal
2. Dedicated SYEP Staff members process and verify eligibility (see our website for eligibility requirements)
3. Invite Youth to participate in our intake interviews process and receive potential placement by end of May
4. Youth accept placement

- ***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.

- ***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.

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.