



Summer 2019 Paid High School Internship Program

Employer Agreement

Introduction

The Employer Agreement has been prepared specifically for employers who are committed to enhancing a student's education by utilizing their skills in a professional work setting.

Purpose

The Rutherford Works High School Internship Program partners with employers who offer students productive and meaningful work assignments with a learning component ideally related to their area of interest. The Internship Program will provide students who reside in Rutherford County with the opportunity to gain paid work experience with a Rutherford County employer. Students will gain exposure to a career field in which they are interested and/or have experience. They will learn about and begin to develop 21st Century skills and competencies needed for success in the workplace. This internship will last a total of 4 weeks (64 work hours). In addition to gaining work experience, students will also receive 4 hours of pre-employment training and 16 hours of work based learning.

Benefits to the employer:

- Grow brand awareness with students and their parents.
- Increase awareness of industry-specific career opportunities.
- Identify and cultivate future talent.
- Training and development opportunity for managers and mentors.

Benefits to students who participate in this program include:

- Gain experience applying and interviewing for a job
- Build their resume and establish a professional network
- Explore career fields and career options
- Develop and demonstrate the foundation skills and competencies essential for success in the workplace such: sense of responsibility • written and verbal communication skills • Ability to work well with others/team work • Critical thinking • Leadership

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Please tell us the program area that your opportunity most accurately relates to:

- Agriculture, Food, & Natural Resources
- Architecture & Construction
- Arts, Audio/Visual Technology, & Communications
- Business Management & Administration
- Finance
- Human Services
- Marketing
- Health Science
- Hospitality & Tourism
- Information Technology
- Law, Public Safety, Corrections, & Security
- Transportation, Distribution, & Logistics
- Manufacturing
- STEM

The Employer agrees to:

1. Provide a job description and preferred skills to the Rutherford County Chamber of Commerce by December 1, 2019
2. Designate an individual (mentor) to supervise the intern and serve as employer point of contact for the Rutherford County Chamber of Commerce and Youth CAN
3. Provide a fee of \$1,000 for 68 hours of work and 24 hours of pre-employment and work-based learning payable to the Rutherford County Chamber of Commerce. The Chamber will compensate YouthCAN to administer all payroll services and provide works comp and liability insurance for the student. This fee is a 2/3 match with the Rutherford County Chamber of Commerce. The Chamber will invoice employers for 2/3 portion at the program's completion
4. Provide a safe work environment and related training if needed
5. Review applications and interview students for available position(s)
6. Review company policies and procedures with student
7. Evaluate the intern's performance and provide feedback to Internship Coordinator with the Rutherford County Chamber of Commerce

Employers who are participating in the program for the first time in 2019 are required to attend a **New Partnership Mentor Luncheon** to review program details and learn best practices for managing an intern on May 15, 2019.

All employers are required to participate in pre-employment training hosted at the Rutherford County Chamber of Commerce on May 31, 2019. The employer is also invited to attend a celebration of completion on June 28, 2019 at the Chamber of Commerce.

We agree to comply with the terms and conditions of the Agreement.

Signature _____ Date _____

Company _____ Employer's Name _____ Employer's Title _____

Employer's Email _____ Employer's Phone Number _____

Please provide mentor contact information if different from the person listed above:

Mentor Name _____ Mentor Title _____

Mentor Email _____ Mentor Phone Number _____

Please return this form to Regina Ward, Director of Education & Workforce Development, at rward@rutherfordchamber.org.