

Community Partners Guide



“STEP-UP helps you grow as a person, but also helps you figure out what you want to do professionally.”

Joshua Hodge, intern at Accenture

CAREERS YOUTH CAN EXPLORE:

- Architecture
- Arts, AV & Technology
- Business Management & Administration
- Construction
- Education & Training
- Finance
- **Government & Public Administration**
- Health Science
- Human Services
- Information Technology
- Law, Public Safety & Security
- Marketing, Sales, & Services
- Manufacturing
- Outdoor, Recreation & Natural Resources
- STEM
- Transportation, Logistics & Distribution
- Tourism Services

*Careers in bold are specific opportunities available to 14-15 year olds.

HOW TO HELP YOUTH BECOME STEP-UP INTERNS

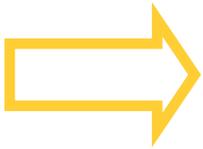
1. Application Process

Best Practices for Helping Youth Apply to STEP-UP:

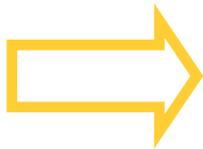
- Make regular announcements about the application deadline and where and how to apply
- Identify alumni participants who can help you promote STEP-UP to other young people
- Share the STEP-UP youth recruitment video with youth and community members located at www.STEPUPmpls.org
- Feature STEP-UP and the application deadline in newsletters and social media
- Send emails to parents and youth about STEP-UP
- Schedule times to help youth complete their online application
- Application available at www.STEPUPmpls.org

Application Deadline:
Friday, February 16

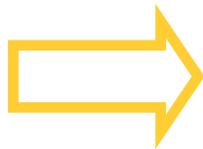
2. WORK READINESS TRAINING



Youth should check their email the week of February 26 for their **acceptance letter** and **training date(s)**



Youth should attend their **mandatory training** at MCTC in March or April



Youth in high school will attend their **mock interview** at the Convention Center the week of March 26

Ways to help youth get to training:

- Request list of accepted young people to help with reminding them about their training date
- Remind youth if they do not attend training, they will no longer be eligible for an internship over the summer
- Help youth plan how to get to training on time:
 1. Teach youth how to plan their bus route
 2. Encourage youth to carpool

3. PLACEMENT



Young professionals will be placed in internships based on their interests and availability, and the skills needed for the internship

14-15 year olds	16-21 year olds
Interns will receive placement at the Convention Center throughout May	Interns will receive placement and get job specific instruction at MCTC in May

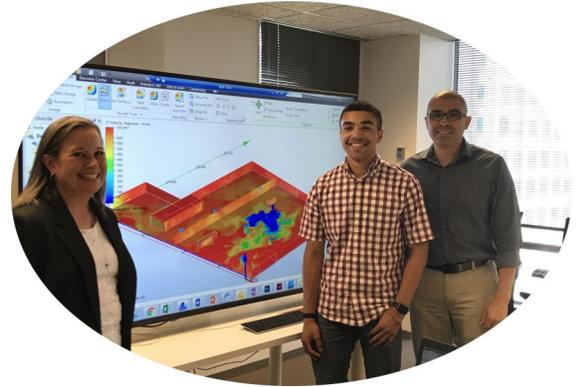
4. INTERNSHIP

June 18—Start Date

Most internships will begin on or near June 18, 2018.



FREQUENTLY ASKED QUESTIONS



What is STEP-UP?

The City of Minneapolis STEP-UP program is one of the nation's leading youth employment programs. STEP-UP serves Minneapolis youth between the ages of 14-21. Every summer we place approximately 1600 youth with over 200 employers in paid professional internships.

Who is eligible to participate in STEP-UP?

Eligible youth reside in Minneapolis, are between the ages of 14-21 on June 1, 2018 and are NOT currently enrolled in college (PSEO is okay). They must also meet at least ONE of the following barriers to employment:

- IEPs or 504 plans
- English Language Learner
- Disabilities
- Pregnant or Parenting Teen
- Involved with the juvenile justice system
- Family income (80 percent of median income)

How do students apply to STEP-UP?

The application is only available online at stepupmpls.org and will be open December 11, 2017 through February 16, 2018. Applicants must complete the entire online application, as incomplete applications will not be considered.

What is STEP-UP work readiness training?

Training, certified by the Minneapolis Regional Chamber of Commerce, helps young people identify and develop the skills necessary to be successful in today's workplace. Held at MCTC students have the opportunity to develop skills in:

- Workplace expectations
- Interviewing
- Building relationships
- Resume building
- Communication
- Networking
- Professional dress
- Critical feedback
- Email and phone etiquette

	Training Date	Mock Interviews	Job Placement
14-15 year olds in middle school	April 7 and 14	N/A	May 5 and 12
14-15 year olds in high school	March 10, 17, 24	March 26-29	May 5 and 12
16-21 year olds	March 10, 17, 24	March 26-29	April 28, May 19, June 9

Why should young people participate in STEP-UP?

Through STEP-UP, youth have the opportunity to gain unique on-the-job training and earn a wage while working at a local business or nonprofit organization in the metro area.

Young people can work in a number of different industries, expanding their career knowledge and identifying a career that best fits their interests. This provides youth with the opportunity and ability to plan post secondary options earlier.

Information applicants will need when completing the online application

If you are helping young people apply for a STEP-UP internship, here are some of the questions they will need to have the answers for to complete the application.

- Are you eligible for Free School Lunch or Reduced School Lunch?
- What is your household income for the last year (estimated income including the applicant's)
- Do you and/or your parent or guardian receive any of the following assistance?
 - Foster Care Allowance
 - Food Stamps
 - MFIP/TANF, General Assistance
 - Refugee Cash Assistance



Income Guidelines

STEP-UP uses the following chart as a GUIDELINE to determine if a youth is eligible for the program. It is a guideline only. If an applicant is unsure if they qualify, please encourage them to apply.

Number of People in Household	1	2	3	4	5	6	7	8
Total Household Income	\$47,600	\$54,400	\$61,200	\$68,000	\$73,450	\$78,900	\$84,350	\$89,800

Significant Dates to help applicants remember

December 11	Applications available online (www.STEPUPmpls.org)
February 16	Application closes
February 26– March 1	Youth should check their email regularly to check the status of their application
March 10, 17, 24	High School Discover & Achieve Training at MCTC
March 26-29	Mock Interviews for High School Discover & Achieve
April 7, 14	Middle School Discover Training
April 28	High School Achieve Placement
May 5, 12	Middle & High School Discover Placement
May 19	High School Achieve Placement
June 9	High School Achieve Placement
June 18	Internships Begin
August 17	Internships End

Please help remind the young people you know who are involved with STEP-UP to check their email regularly throughout the application, training, and placement process.

Have questions?

If you have any questions about the application process, would like to have a representative come talk with youth at your organization, or are having technical issues with the website please contact Nina Robertson at nina.robertson@minneapolismn.gov or 612-673-5118.