

Citywide Hamilton Internship Program Employer Commitment

OVERVIEW The Citywide Hamilton Internship Program (CHIPs) places local minority participants aged 16-30 into a 8- to 12-week long internship with local companies. Participants work 15-20 hours per week for an hourly rate of \$15, and receive support and ongoing training from CHIPs advisors.

- EMPLOYER BENEFITS**
- Increased access to recruit new talent from untapped communities in Hamilton.
 - Create a pipeline of talent to make future recruiting efforts simpler.
 - All candidates will be vetted by CHIPs organizers.
 - Recruit an intern with business savvy and an understanding of proper workplace etiquette.
 - Become a leader in the area of diversity & workforce development, and connect with other employers on best practices.
 - Help shape the future of Hamilton by empowering tomorrow's leaders through skills building and career advancement.

- COMMITMENTS** **Employer commitments**
- Create a job description to involve the intern in engaging, meaningful work that will help them develop industry-specific skills and explore career opportunities in the industry.
 - Commit to the program for a minimum of 3 years.
 - Assign a mentor to help your intern(s) navigate your organization's environment and culture.
 - Pay \$15 per hour (or minimum 66% if needed).
 - Commit to critically examine diversity in your organization and exploring ways to increase diversity going forward.
 - Provide an interview to your intern(s) for an appropriate skill-level job opening at your organization, when available.

- Our commitments**
- Provide workplace development and leadership skills.
 - Provide interpersonal skills training (e.g. verbal and written communications, problem-solving, and conflict resolution).
 - Develop and sharpen business acumen of interns.
 - Provide real-time career coaching.
 - Serve as a partner to create a diverse and qualified labor pool.
 - Provide aftercare in the form of continued education or certifications.

- NEXT STEPS**
- 1) Commit to creating 1-4 internships per year.
 - 2) Provide us with a job description & contact person.
 - 3) Interview candidates for internship placement.
 - 4) Attend intern orientation the week of March 8, 2021

Signature: _____

Date: _____