



Employers' Onboarding Plan for Youth Interns

What's your plan for onboarding youth?

Ensure youth interns have a smooth transition into their roles, feel supported and empowered to succeed, and gain valuable skills and experiences during their internship. Use the checklist below to create a plan for onboarding youth.

Welcome and Orientation

Example: Upon arriving at the workplace, the youth intern is greeted by their supervisor and taken on a tour of the office or workplace. During the orientation session, they are introduced to the company's mission, vision, values, and culture, and given a handbook outlining key policies and procedures. They meet their mentor and team members who welcome them and help throughout the onboarding process.

Introduction to _____	
<input type="checkbox"/>	Provide an overview of the business/organization's mission, values, and culture
<input type="checkbox"/>	Introduction to supervisor:
<input type="checkbox"/>	Introduction to mentor:
<input type="checkbox"/>	Introduction to team:
<input type="checkbox"/>	Familiarize the youth with their work environment, including office layout, facilities, and key departments
<input type="checkbox"/>	Review Policies and Procedures <ul style="list-style-type: none"> - Safety Protocol - Professional Conduct

Youth Getting to Know Their Work

Example: The youth intern's role is to assist the marketing team with social media management. In the first week, they attend training sessions on social media strategies, content creation tools, and branding guidelines. They are assigned a small project to create a social media post for an upcoming campaign and are provided with constructive feedback from their supervisor to help refine their skills.

Roles and Responsibilities	
<input type="checkbox"/>	Youth intern's role is outlined with responsibilities and objectives for their time with the organization/business. Don't know where to start? Refer to the [Developmentally Appropriate Job Tasks] list to get started.
<input type="checkbox"/>	Training Sessions or Workshops youth must attend; <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
<input type="checkbox"/>	Resources to be shared with youth (e.g., employee handbook, login credentials) <ol style="list-style-type: none"> 1. _____ 2. _____



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	3. _____ 4. _____ 5. _____
○	Collaboratively establish short-term and long-term goals with youth Short-Term Goals 1. 2. 3. Long-Term Goals 1. 2. 3.
○	What is the youth's personal and professional aspirations?
○	Review Coaching Framework with Youth. <ul style="list-style-type: none"> - Check out the CLEAR Coaching Framework tool located on the Tools and Templates page to get coaching started. If you'd like assistance with conducting the conversation, check out Empowerment Dialogue tool also located on the Tools and Templates page on the Online Resource Library.

Overview of Work

Example: During the first 10 hours of work, the youth intern focuses on shadowing team members, attending meetings, and familiarizing themselves with the company's systems and processes. By the 30-hour mark, they are actively contributing to team discussions, generating ideas for social media content, and scheduling posts for various platforms. They have gained confidence in their role and are eager to take on more responsibilities.

Work Overview	
○	First 10 Hours <ul style="list-style-type: none"> - Orientation - Training - Tasks
○	Next 20 Hours <ul style="list-style-type: none"> - Assigned Projects - Team Meetings to Attend - Schedule Feedback and Guidance
○	Mid-internship Review <ul style="list-style-type: none"> - Mid-Internship Review Date:
○	Address Challenges
○	Review Goals <ul style="list-style-type: none"> - Any adjustments?



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○	Review Tasks

End of Internship

Example: As the work placement comes to an end, the youth intern presents their final project - a comprehensive social media strategy for an upcoming project launch. They showcase their work to the marketing team and receive positive feedback on their creativity and attention to detail. During the exit interview, they express gratitude for the opportunity to learn and grow, and receive a certificate of completion as recognition of their achievements.

1. *Final Project or Presentation:* Assign final projects or presentations for the intern to showcase their accomplishments and contributions during their time at your worksite. Work with your youth provider to ensure alignment of youth expectations.
2. *Exit Interview:* Conduct an exit interview to gather feedback from the intern, discuss their overall experiences, and provide guidance for future career endeavors with youth workforce providers.
3. *Acknowledgement and Recognition:* Recognize the intern's achievements and contributions with a certificate of completion or acknowledgement letter.

Must Knows for Youth Communication and Reporting

Communication with Supervisors and Team Members

Youth interns must communicate regularly with their supervisor while adhering to workplace etiquette. Below are some strategies to support youth communication.

- Encourage open communication and regular check-ins with supervisors to discuss progress, ask questions, and seek feedback.
- Emphasize the importance of professionalism in all communications, including emails, phone calls, and in-person interactions.
- Reporting Absences and Grievances
 - Provide clear instructions on how to report absences, including whom to notify and the preferred method of communication (e.g., phone call, email).
 - Establish a grievance procedure for addressing any concerns or issues that may arise during the internship, ensuring that youth feel supported and heard.
- Reporting Forms
 - Absence
 - Grievance



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- Injury
- Incidents

Additional Resources and Support

1. Mentorship and Support
2. Check out C2L-PHL Online Resource Library. There you will be able to register for online trainings and gain access to additional resources and support.

Below you will find blank templates you may use to pull together your plans for onboarding youth. Feel free to make necessary edits to the templates so that it aligns with your business or organization!



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Welcome and Orientation

Introduction to _____	
○	Overview of the business/organization's mission, values, and culture with team member:
○	Introduction to supervisor:
○	Introduction to mentor:
○	Introduction to team:
○	What is your ideal work environment?
○	Office/Facilities Tour
○	Review Policies and Procedures <ul style="list-style-type: none"> - Safety Protocol - Professional Conduct

Your Work

Your Role and Responsibilities	
○	Position Title: Major Responsibilities Review <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
○	Training Sessions or Workshops you must attend; <ol style="list-style-type: none"> 1. <u> Title of Training/Date & Time </u> 2. _____ 3. _____ 4. _____ 5. _____
○	Resources to be shared (e.g., employee handbook, login credentials) <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
○	Your goals during this work experience: Short-Term Goals <ol style="list-style-type: none"> 1. 2. 3.



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	Long-Term Goals 1. 2. 3.
○	What are your personal and professional aspirations?
○	Youth Intern Coaching Details Coach Name: Mentor Name: Weekly Check-Ins will take place: Concerns/Challenges: Strengths:

Work Overview

Work Overview	
○	First 10 Hours - Orientation - Training - Tasks
○	Next 20 Hours - Assigned Project 1 - Assigned Project 2 - Assigned Project 3 - Team Meetings to Attend: 1. 2. 3. - Feedback and Guidance Schedule
○	Mid-internship Review Date:



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	<ol style="list-style-type: none">1. Challenges2. Review Goals3. Review Completed Tasks4. Review Upcoming Tasks
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