



Career Catalyst Internship Expectations of Employers and Interns

Employers

Participating employers are expected to:

- Offer interviews to all candidates and rank according to preference. Virtual or phone interviews are recommended. If a candidate is not a fit, please indicate so in your rank response. Interviews must be completed by the deadline, so prompt action is needed once employers receive candidate resumes.
- Provide a safe working environment during the internship.
- Provide tools necessary for the intern to complete assigned work.
- Employ intern as a temporary W-2 employee.
- Provide 40 hr/wk of work for 6-weeks.
- Pay intern on a regular basis. Payment may be made according to your company's regular payroll schedule. Please do not wait until the end of the internship to compensate the intern.
- Document intern hours worked. Provide an invoice and documentation to Hope Renovations at the conclusion of the internship to be reimbursed \$5/hr for the intern's time.
- Treat this position with the respect and integrity of any employment situation. Discuss any concerns with the intern promptly to attempt to reach a solution before problems escalate.
- Reply to Hope Renovations' request for information, including the mid-point check-in and end-of-internship survey.
- Notify Hope Renovations promptly in the event the internship is terminated early by either party.

Interns

Participating interns are expected to:

- Promptly respond and participate in all interview requests. Only your top 3 companies will reach out to interview you.
- Maintain a commitment to safety during the internship.
- Make yourself available and commit to 40 hr/wk of work for the full 6-week internship, barring illness or emergencies that may arise at the last minute.
- Treat this position with the respect and integrity of any employment situation. Discuss any concerns with your supervisor promptly to attempt to reach a solution before problems escalate.
- Reply to Hope Renovations' request for information, including the mid-point check-in and end-of-internship survey.
- Notify Hope Renovations promptly in the event the internship is terminated early by either party.