**STEP Host Site Information Sheet**

As part of the STEP program, The Unity Council offers services for youth and young adults ages 16 to 24, who want help with job search, career exploration, resume and cover letter writing, and other employment services. One key part of the STEP program is providing participants work experience. We need businesses and organizations to provide opportunities for our participants to work and develop their professional skills. In return, host sites add a determined young adult to their team, improve workflow and productivity, and potentially find their next hire.

This sheet explains more about the work experience, requirements, and what to expect. We hope you will consider hosting a young adult at your workplace.

**What is a work experience?**

A work experience, sometimes called a work based learning experience, is a planned and structured learning experience that takes place in a workplace for a limited period of time. It can be arranged within the private for-profit sector, the non-profit sector, or the public sector.

**Will I have to pay for it and how long does it last?**

It does not cost host site anything to host a participant. The Unity Council will pay its clients at $14.14 an hour, for a maximum of 100 hours.

**Who is eligible?**

Oakland residents who are out-of-school, ages 16-24, authorized to work, and have 2 forms of identification. If the interested person does not meet all eligibility requirements, they may contact Chay Tadeo [STEP@unitycouncil.org](mailto:STEP@unitycouncil.org) to see if there are other work experience opportunities available.

**How can I set up a work experience at my workplace?**

Create a job description or complete our template, and submit the attached Host Site MOU. You may turn it into Chay Tadeo at [STEP@unitycouncil.org](mailto:STEP@unitycouncil.org).

**What happens after I turn in the paperwork?**

Youth Career Coaches will be notified of the opening at your worksite and they will share the opportunity with their clients (STEP participants). If they have an interested client, they will send you their resume and share any relevant information. If you wish to proceed with the participant, the coach will schedule an interview for you to conduct. The coach will provide sample interview questions for you to use.

**What happens if I want to offer the participant a work experience at my site?**

You will work with the Coach and participant to create a schedule, and the client will start as soon as possible.

**What happens during the work experience?**

During the work experience placement the participant gain professional skills such as those listed on the MOU, as well work with their coach to develop a range of soft skills. The Coach will conduct a s site visit 1-3 times throughout the 100 hour work experience to see how the participant is progressing and provide support as needed. While at your site, the participant may concurrently be working on attaining their GED, securing housing, childcare, health services, improving their work portfolios, or applying for permanent employment.

**What can I expect from a STEP participant?**

STEP participants are determined young adults who are preparing for their career. They are eager to be challenged and learn new skills. They are generally new professionals working on strengthening communication skills so we ask that you be patient and understanding with them. In return, they will show up as their best selves, ready to work and increase productivity at your worksite.

**Do I need to hire them after the 100 hours?**

You are not required to hire them although it is highly encouraged. Many host sites have offered STEP participants employment post placement.

**What happens after the work experience?**

Our hope is that the participant finds long term regular employment soon after their work experience. Coaches may still work with clients regularly to address any barriers preventing them from finding regular employment. Participants may reach out for you to be their reference in future job applications.