

Hosting a student intern can be very rewarding for the student and your company.

“At JPL, we hired two summer interns from John Muir High School. Both students demonstrated eagerness to learn about the work done at JPL as well as the responsibilities of an HR organization and they were able to contribute significantly to both teams. They were able to learn processes quickly, ask the right questions and complete assigned tasks on time. They were willing to take on any task assigned from helping to support an employee event, to many administrative tasks such as spreadsheet updates, Internet research, creating flyers and filing. Their enthusiasm and excitement about the work at JPL was refreshing and inspiring for the whole team and we look forward to more interns next summer. It was a positive experience for everyone.”
- Paula Caterina,, Jet Propulsion Laboratory

"During the summer, Waste Less Living hosted two interns. Upon interviewing several qualified student candidates, two were invited to work alongside the team of Waste Less Living consultants to help expand the company's reach in the community. They were provided several research related tasks to support the company's sales and marketing outreach efforts and performed these tasks with diligence and professionalism. Clearly, the program is an effective way to prepare young students for success beyond high school. This was evident in their knowledge, demeanor, work ethic and projects they completed." - Christine Lenches-Hinkel, Founder/Owner, Waste Less Living

You can contact any of the following for more information or to find an intern to work with your company:

IDEAL YOUTH

626.796.7164, X16
CONTACT @IDEALYOUTH.ORG

FOOTHILL WORKFORCE INVESTMENT BOARD

SARAH MENDOZA JAIME
626.584.8383
SMENDOZAJAIME@FOOTHILLETC.ORG

CITY OF PASADENA

YOUTH AMBASSADORS
LOLA OSBORNE
626.744.4791
LOSBORNE @CITYOFPASADENA.NET
RECREATION AND PARKS SUMMER JOB OPPORTUNITIES FOR YOUTH
HORACE WORMELY
626.744.4724
HWORMELY@CITYOFPASADENA.NET

PASADENA UNIFIED SCHOOL DISTRICT, COLLEGE AND CAREER PATHWAYS

626.396.3600 EXT. 88423
DAVIS.THERESA@PUSD.US

WOMEN AT WORK

626.796.6870 EXT. 27
JPOPEGIVENS@WOMENATWORK.ORG

DAY ONE

626.229-9750
CAROLINA@DAYONEPASADENA.ORG

PASADENA CHAMBER OF COMMERCE

In collaboration with:

Day One

Flintridge Center

Ideal Youth

The City of Pasadena

Pasadena Unified School District and

Women at Work

Invites You to Host a Student Intern: Opportunities for Business

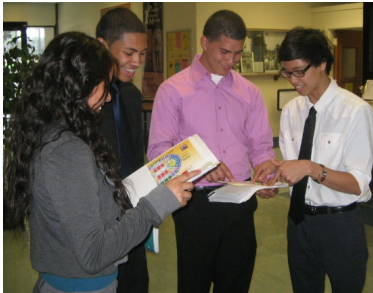


PASADENA CHAMBER OF COMMERCE

844 East Green Street, Suite 208
Pasadena, CA 91101

Hosting a student intern is simple, inexpensive and rewarding

WANT TO HOST AN INTERN FOR 2013?



Interns are energetic, thoughtful and enthusiastic workers.

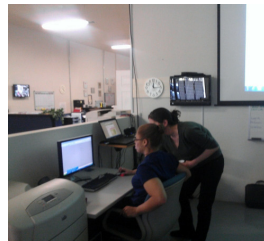
IT IS SIMPLE, EASY... AND EVERYONE BENEFITS: THE STUDENT, OUR COMMUNITY AND THE HOST EMPLOYER

FOR MORE INFORMATION CONTACT ONE OF THE ORGANIZATIONS LISTED ON THIS BROCHURE

INTERN FAQs

1. Do I have to pay the intern(s)? NO. While paid internships are encouraged, it is not required for you to pay the intern. In many cases, the sponsoring agency provides a stipend for each intern.

2. Do I have to pay insurance and Worker's Compensation costs? NO. Those are also covered by the sponsoring



Student interns are trained prior to placement.

ing agency. Interns do not need to be covered under your company's Worker's Compensation Insurance. You do not need to provide employee benefits for an intern.

3. Are interns trained? YES. Student interns

must successfully complete a pre-internship course of study that includes instruction on how to dress appropriately in the workplace, how to interact with supervisors and co-workers and how to provide good service to customers and represent the host company well with the public.

4. If I am unhappy with an intern, am I required to retain them for the entire summer? NO. Like any employee, if you are unsatisfied with an intern's performance, you can terminate the internship.

WHAT'S IN IT FOR MY COMPANY?

- Interns are highly motivated;
- Interns provide support to your permanent staff;
- Interns bring new ideas and enthusiasm to the workplace;
- Interns can be a source of permanent employees.

"(The internship opportunity) was a great experience both for our organization and the students. The students were extremely helpful once they were provided with a task and, with some guidance, they were able to do the work asked of them. Ideal Youth provided students that were very mature, respectable and hardworking;. It was a pleasure to work with them." - Geni Duran, Senior Admin. Assistant and Union Station Homeless Services

"This is a wonderful program. We are happy to help."-Anuja Navare, Reading Room Manager Pasadena Museum of History

"This appears to be a great experience for both the Intern and the organization" - Rodney D. Wallace, Lieutenant, Pasadena Police Department

"I have worked with students from all grades in a myriad of outdoor restoration projects for 2 years. From clearing brush and debris to removing invasive plants, I've noticed a strong work ethic and attention to detail."- Jason Anderson, Outdoor Education Specialist, U.S. Forest Service