

The Hiring Process

Hiring a young person is much like hiring an adult employee with two exceptions: (1) Youth will most likely not be as experienced as other potential employees and (2) youth will depend on their mentors and supervisors for guidance and feedback throughout their experience.

Because WorkReady youth are 14-21 years of age, this will be the first “real” work experience for many of them and they will depend on you for support, but you will get support, too. Every company that hires a youth can rely on their program contact and the Philadelphia Youth Network (PYN) to help you through this process. Here are some things for you to consider while you prepare for the hiring process:

Identifying candidates

- Your program contact will select candidates for you to interview based on the qualifications you specify on the Worksite Registration Form.
- The program contact will contact you to confirm your interview schedule.
 - All internship candidates will be contacted by your program contact.
 - Résumés and interview evaluation forms will be emailed to you prior to the scheduled interview date.

Interviewing Guidelines

- Candidates should go through only one round of interviews with a centralized interview designee or panel.
- Allow half an hour for each interview.
- Review résumés prior to interviewing and prepare specific questions to ask.
- Complete the provided evaluation form immediately after each interview.

During the Interview

- Candidates will most likely be nervous, so it is important that you create a welcoming environment.
- Encourage candidates to ask any questions they may have about the position.
- Discuss the culture of your company to determine if they are a good fit.
- Do they have the ability to develop the necessary skills?
- Do they have interest in the position?
- Complete the evaluation form for each candidate.

Making the Decision

- Review your evaluation of each candidate.
 - Who is most qualified?
 - Who will fit best within your team dynamic?
- Choose who you will hire and fax or email the evaluation forms for all candidates to your Program Contact within 48 hours.
- Your Program Contact will contact the candidates.