



SUMMER YOUTH EMPLOYMENT OPPORTUNITY

City of Little Rock • Department of Community Programs • www.LRDCPCares.org



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SUMMER YOUTH EMPLOYMENT OPPORTUNITY

Intern Frequently Asked Questions (FAQs) 2019

MINIMUM REQUIREMENTS

- Interns MUST be verified Little Rock residents aged 16-21 by June 1, 2019
- Interns MUST successfully complete an Onboarding Session on the correct date at the correct time
- Interns MUST successfully complete Job Readiness Training on the correct date at the correct time

WHAT ARE THE DATES OF THE PROGRAM?

- Interns must be available to work 32 hours per week Monday through Thursday during normal business hours (typically 8:00AM-5:00PM; Off on Fridays; Part-time positions may be available for mornings or afternoons).
- Interns MUST work every official work day Monday, June 17th through Thursday, July 25th with no more than two (2) consecutive days off or risk immediate termination. (Dates may change depending upon the official last day of school.)
- NOTE: Thursday, July 11 is a MANDATORY Training Day when Interns will attend a special career training at a separate site (to be announced).

WHEN ARE APPLICATIONS OPEN?

Friday, February 1 to Monday, March 3, 2019. We anticipate a large response and will only fill up to 650 slots (depending upon budget constraints). Applicants who apply early during and provide all required documents during the two sign-up sessions will be given hiring preference. Visit www.LRJobs.net to apply.

HOW ARE JOB PLACEMENT SELECTIONS MADE?

- Interns MUST attend an Onboarding Session on the correct date at the correct time in order to be considered for Job Readiness Training (Dates will be announced after the applications process).
- Interns MUST bring a valid, current photo ID and a valid, signed Social Security Card to the Onboarding session or risk not being allowed to enter.
- Interns MUST wear solid white shirts with a collar, solid-color black or navy slacks, and dress shoes to the Onboarding session or risk not being allowed to enter (“solid” means no patterns, prints, or stripes; “dress shoes” means no casual shoes such as gym shoes or sandals; any pants with belt loops must have a belt).
- Interns MUST complete Job Readiness Training Monday, June 3 - Friday, June 7, 2019
- Interns who successfully meet all requirements will be considered for positions in order of application. Skills, interests, and location requests are matched as closely as possible with job opportunities, but are not guaranteed.

OTHER INFORMATION

Little Rock School District (LRSD) High School students may request a **FREE Rock Region Metro Bus Pass** from their School Principal to assist with transportation needs. A **City of Little Rock Photo ID card** is available for Little Rock residents aged 14+ for a cost of \$10 by calling (501) 565-7233.

WHO CAN I CONTACT FOR FURTHER INFORMATION?

Please contact Michael Sanders at 501-399-3420 or email masanders@littlerock.gov.



SYEO Summer Intern Application Instructions

THE DEPARTMENT OF HUMAN RESOURCES IS THE **ONLY** CONTACT FOR APPLICATION PURPOSES
DO NOT CALL THE DEPARTMENT OF COMMUNITY PROGRAMS

Step 1. Visit www.LRJobs.net and click on **Summer/Seasonal Job Opportunities**.

Step 2. Click on **2019 SYEO Student Intern**.

Step 3. Click on “Apply” on the right hand side of the page.

If you worked as an intern in 2018, enter your user name and password. **If you forgot your username and password call 1-877-204-4442.**

If this is your first time working for the City as an intern, click on **Create new account**. NOTE: You **must** use a valid email address as all information will be sent to that address. You must remember your username and password – HR **cannot** reset this.

Step 4. Create an application. (Click on the blue edit links and enter your personal information, education, work experience, etc. in each section to complete application details. Click “**Save**” at the bottom of each section. Click on “**Save and Proceed**” once the application is completed.

Step 5. Answer the Agency-wide Questions, click “**Save and Proceed.**”

Step 6. Answer the Supplemental Questions, click “**Save and Proceed.**” Then click “**Confirm & Send Application**” at the bottom of the page.

Step 7. Click on the “**Accept**” button to process your application.

You will receive the following email notice upon successful application completion:

Thank you for applying for employment with the City of Little Rock.

Please allow one to two weeks after a position closes before checking the status of your application. You may check the status of your application by signing in to your online profile. If selected for an interview, we will contact you by telephone or email.

If you have questions concerning your application, please email HR-Employment@littlerock.gov.

You can also log-in to your account and click on “**Application Status**” to double-check and see if you have successfully completed the application.

If you need additional assistance with completing your application, you may:

- Email any questions to HR-Employment@littlerock.gov
- Call 501-371-4590 for over the phone assistance 8AM-5PM Monday-Thursday and 8AM-4 PM on Friday
- Go to the HR Department at City Hall at 500 W. Markham Street. A computer and assistance is available between the hours of 1:00PM and 4:00PM daily.

If you need to use a free computer to apply, you may:

- Go to the Hinton Neighborhood Resource Center (12th and Pine Streets) and ask to use a computer.
- Go to your local library branch and ask to use a computer.

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