



SUMMER YOUTH EMPLOYMENT OPPORTUNITY

APPLICATION PERIOD BEGINS SATURDAY, FEBRUARY 1, 2020

UNTIL 1,000 APPLICATIONS HAVE BEEN RECEIVED OR MARCH 31, 2020 -WHICHEVER COMES FIRST

PROGRAM INFORMATION

- Interns must be Little Rock residents aged 16-21 by June 1, 2020
- Job Readiness Training is Monday, June 1 - Friday, June 5, 2020
{Interns must successfully complete training to be placed in a job}
- Job Placement is six weeks, from Monday, June 15-Thursday, July 24
{Interns must work the entire six weeks with no more than 2 consecutive days off or risk immediate termination}
- Interns work 32 hour work weeks, from 8:00 AM - 5:00 PM, Monday-Thursday (off on Fridays)
- You must attend an Onboarding Session in order to be considered for job readiness training *(Dates to be announced after you apply)*
- Intern skills and interests are matched as closely as possible with job requirements, but are not guaranteed
- The City provides a Mentor for each Intern to heighten the level of employment success
- **LRSD High School students may request a FREE Rock Region Metro Bus Pass from their School Principal for transportation.**

For more information, visit: bit.ly/CitySummerJob or contact Michael Sanders (501) 399-3420 or masanders@littlerock.gov

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Internship Application Instructions

Step 1. Go to www.lrijobs.net and click on **Summer/Seasonal Job Opportunities**.

Step 2. Click on **2020 SYEO Student Intern**.

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

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

b) 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. Applicants are responsible for completing and submitting all selection components listed on the job bulletin. Please note that you will not receive any additional reminders for selection components listed on the job bulletin. The selection process may include but is not limited to the following: application review and evaluation, supplemental questions evaluation, practical skills test, written exam, structured interview, and any other specified component.

Once the position is closed, it will be one to two weeks before you are notified of your status. The designated hiring authority will contact applicants chosen for an interview from the referral list. The hiring process could take up to six months, depending on the nature of the position, pre-employment screenings, and applicable background checks.

If the position is re-advertised, you are eligible to reapply. Please email any questions concerning your application to 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:

1. Email any questions to HR-Employment@littlerock.gov
2. Call 501-371-4590 for over the phone assistance 8am-5pm Monday-Thursday and 8am-4pm on Friday
3. 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, you may:

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

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