LADDERS FOR LEADERS INTERNSHIP PROGRAM: EMPLOYER INFORMATION

- **Accepted students** stand out for their professionalism, accomplishments, and eagerness to learn. Students attend at least 20 hours of pre-employment training facilitated by PENCIL to learn essential career-readiness skills including financial literacy, networking and personal branding, interview best practices, and workplace etiquette.

- **Employers submit job descriptions** and desired qualifications to PENCIL, ensuring that interns matched with the company are the best qualified candidates.

- **PENCIL provides multiple student resumes and coordinates interviews** between employers and intern candidates.

- Interns complete a 150-hour minimum internship for six weeks between June and August (25 hours per week).

- Interns are paid at the New York State minimum wage rate of $15/hour or higher.

- Each intern should be allocated a dedicated workspace and computer throughout the internship as well as a supervisor present at the worksite. PENCIL cannot require enrolled students to bring their own technology to positions.

- **PENCIL supports companies throughout every step of the program.** Employers automatically join PENCIL’s network of education and business professionals working to improve student outcomes. Members of PENCIL’s network have regular access to events, panels, and volunteer activities.

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**PENCIL has placed over 1,000 interns at companies including:**

- NYU Langone Health
- Bloomberg
- American Airlines
- Four & Twenty Blackbirds
- Weil

PENCIL is a proud provider of

- Department of Youth & Community Development

Learn more @ (646) 638-6424 • MZelhart@PENCIL.org • www.pencil.org