



## The Ladders for Leaders Application and Enrollment Process

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**Please direct all questions to [L4L@pencil.org](mailto:L4L@pencil.org)**

### **Step 1: Complete the on-line Ladders for Leaders application**

Students must have a cumulative GPA above a 3.0 or an 80 AND previous work or sustained volunteer experience to qualify for Ladders for Leaders. Applications must include an updated resume, recent transcript, and thoughtful responses to two essay questions.

### **Step 2: Application Review and Training Invitations**

Ladders for Leaders is a competitive program. Students are not guaranteed a placement in training or an internship. PENCIL staff review each application and selected students are invited to sign-up for PENCIL's Pre-employment training. PENCIL will conduct application review and selection on a rolling basis as applications are received. Students not selected for Ladders for Leaders may apply again in the future.

### **Step 3: Attend training.**

All students are required to complete training before they are eligible for placement in an internship. PENCIL holds multiple training sessions throughout the spring. Students must register for training in advance and attend all required training sessions. Trainings regularly sell out and students are encouraged to register early.

### **Step 4: Check your email.**

PENCIL staff share internship opportunities via email throughout the Spring. Students will receive multiple opportunities. Check your email daily, most positions require response within 24 hours.

### **Step 5: Get Hired!**

Employers make all hiring decisions. PENCIL will keep you informed of where your resume is in the hiring process. PENCIL cannot guarantee any student an internship position.

### **Step 6: Submit the required documentation and complete orientation.**

After completing your Ladders for Leaders application PENCIL staff will share a link to submit all required program documentation. The team will follow-up to resubmit any invalid or missing documents. Hired students will be required to complete payroll, sexual harassment prevention, and program orientations mandated by New York State and DYCD. All required documentation must be submitted and orientations completed prior to beginning your internship.



## FREQUENTLY ASKED QUESTIONS

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**1. I'm not receiving emails from PENCIL.**

Check your SPAM or Junk Folder and add [L4L@pencil.org](mailto:L4L@pencil.org) to your address book.

**2. Will PENCIL internships be on-site or remote?**

Internships may be fully remote, fully in person, or a hybrid of the two. Your employer will determine if your work is remote or in person. To the best of our ability PENCIL will share all information about worksite location as part of the internship description, prior to hiring.

**3. How long are Ladders for Leaders internships?**

Students should expect to work 150 hours over the course of six weeks in July and August. Select employers may offer additional hours or an extended internship period, typically beginning in June.

**4. Can I also apply to SYEP?**

Students are strongly encouraged to apply to both SYEP and Ladders for leaders. Once hired for an internship or selected by the SYEP lottery, you will be asked to withdraw from the other program.

**5. How much are interns paid?**

Students earn minimum wage (\$15/hr). Select employers may offer higher wages.

**6. What are the technological requirements of this program?**

Students are required to have a working laptop, Wi-Fi and Microsoft Office or Google Suite. Any additional programs are provided by the employer.

**7. I applied to the Ladders for Leaders program and have not received any other information.**

The PENCIL Internship Team sends emails every Friday to new applicants with next steps. Please check your junk mail. Students may email [L4L@pencil.org](mailto:L4L@pencil.org) for additional assistance.

**8. My application is marked Incomplete in DYCD's Application system, but I'm unclear why.**

Common errors that may cause your application to be incomplete:

- a) You did not answer two essay questions
- b) Each essay must be at least 250 words
- c) You did not answer the question "Are you interested in opening a savings account?"
- d) You have a cumulative GPA below a 3.0 or an 80
- e) You did not upload your resume or transcript

**PENCIL will not review incomplete applications.**

**9. What are the training requirements?**

PENCIL holds pre-employment training during mid-winter recess (February 21-25), Spring Break (April 18-22) and evenings throughout March. Dates and times are included in the training invitation. Pre-employment training is held virtually and includes group meetings, small group activities and asynchronous work. If hired, students are required to complete payroll, sexual harassment prevention, and program orientations mandated

by DYCD. These are completed virtually and available as group or asynchronous sessions.

**10. I completed Ladders for Leaders training last year, do I need to do it again?**

Students who previously completed training but were not placed in a Ladders for Leaders internship, are required to complete training again this year. Students who have successfully completed a Ladders for Leaders internship in the past are not required to attend pre-employment training.

**11. Am I guaranteed to get an internship with PENCIL after I complete training?**

Internship placement is not guaranteed. PENCIL works by connecting you to opportunities that fit your interest and/or skill level. Final hiring decisions are made by the employer.

**12. How does PENCIL determine which students are considered for each internship position?**

Employers will specify age, major and required skills as part of their job description. PENCIL shares internships based on the alignment of student skills and employer interests.

**13. What does the hiring process look like?**

Internship hiring typically takes about three weeks, but may take longer, depending on the employer. The typical hiring process is outlined below:

- a) PENCIL staff will contact students with open internship positions.
- b) Students respond to this outreach to confirm their interest in the position or decline the opportunity. Students should only confirm their interest in positions they will be comfortable accepting.
- c) PENCIL staff will share student resumes with the employer. Employers have 2 to 4 days to review student resumes and determine which students they would like to interview
- d) Students selected to interview will be contacted by PENCIL staff to schedule their interview within the next 7 business days.
- e) Once all students are interviewed, the employer will make the final hiring selection.

**14. How many jobs can I apply to at once?**

Students are typically for one position at a time and are expected to accept the role if offered. Once hired for an internship you will not receive additional placements. If rejected, PENCIL will continue sharing opportunities until you are matched to an internship or we have filled all available roles.

**15. Can I change my mind about a position once I begin the hiring process?**

Withdrawing your resume once you begin the hiring process is grounds for dismissal from Ladders for Leaders. In limited circumstances we will allow students to withdraw their candidacy. Students should contact PENCIL immediately to discuss their options.

**16. What does a typical internship schedule look like?**

Students should expect to work approximately 25 hours per week. Interns are typically scheduled during business hours, Monday – Friday between the hours of 8:00am- 6:00pm. Schedules are determined by the employer and shared prior to the start of the internships. Conflicts should be shared with PENCIL and the employer prior to your interview.