

Ladders for Leaders: Process & FAQs

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

Apply online here: [about-nyc-ladders-for-leaders](#).

In the application, be sure to **select PENCIL as your provider**.

- ✓ Students must have previous work or sustained volunteer experience to qualify for Ladders for Leaders.
- ✓ Applications must include:
 - updated resume
 - recent transcript
 - Submission of a cover letter, portfolio, personal statement or video. (Students can Choose 1 out of the 4 listed)

There is currently no GPA requirement to be eligible for the program.

Note: The Ladders for Leaders application is separate from the General SYEP application. If you would like to apply to both programs, you will need to complete two separate applications. PENCIL does not oversee General SYEP applications. **Incomplete Ladders applications will be rejected.**

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 applications on a rolling basis, and accepted students are invited to sign-up for PENCIL's Pre-employment training. Students not selected for Ladders for Leaders may apply again in the future. Check your email (and spam) regularly for a notice about your application status.

Step 3: Attend and Complete Training

All accepted students are required to complete training before they are eligible for placement in an internship. PENCIL holds multiple training sessions from January to April. Students must register for training in advance and attend all required training sessions. Trainings regularly fill to capacity and students are encouraged to register once they receive the invitation.

Step 4: Check your Email for Internship Opportunities

Upon successful completion of pre-employment training, PENCIL staff share internship opportunities via email, from February through May. Students may receive multiple opportunities to apply for throughout this time period. Check your email (and spam) daily, positions can require a response within 24 hours. Apply to a job via the form provided in PENCIL's email.

Step 5: Interview and Get Hired!

PENCIL will share your resume with the hiring team of the job you apply for. Employers select who they want to interview, and they make all hiring decisions. PENCIL will keep you informed of your status in

the hiring process. If you interview for a job and are not hired, you can still apply to other jobs PENCIL shares. ***PENCIL cannot guarantee any student an internship position.***

Step 6: Submit the Required Documentation and Complete Orientation

Once you're hired, PENCIL staff will share a link to submit all required program documentation. The PENCIL team will follow up if you need to resubmit any invalid or missing documents. Hired students will be required to complete payroll, sexual harassment prevention, and program orientation trainings mandated by New York State and DYCD. All required documentation must be submitted and orientations completed prior to beginning your internship.

Failure to complete this step will result in forfeiture of internship.

Frequently Asked Questions

Please direct all questions to L4L@pencil.org

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

Check your SPAM or Junk Folder and add L4L@pencil.org to your address book. Contact us if your email address is not up to date. The email address listed on your application is what we use to contact you.

2. *Will PENCIL pre-employment training be on-site or remote?*

Pre-Employment Training will be hybrid with mandatory in person training.

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

Internships can be 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.

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

Students should expect to work 150 hours over the course of six weeks, Monday-Friday between the hours of 8:00am-6:00pm, in July and August. Select employers may offer additional hours or an extended internship period, typically beginning in June.

5. *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 Ladders for Leaders program.

6. *How much are interns paid?*

Students earn NYS minimum wage (\$16/hr.). Select employers may offer higher wages. Students are paid by Direct Deposit or by Payroll Card given by DYCD.

7. 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.

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

The PENCIL Internship Team sends emails every week to new applicants with next steps. Please check your junk mail. Students may email L4L@pencil.org for additional assistance.

*Please note applications are reviewed on a rolling basis. The earlier you submit, the earlier we can review and share an update.

9. 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 all questions
- b. You did not answer the question "Are you interested in opening a savings account?"
- c. You did not upload your resume or transcript

PENCIL will not review incomplete applications.

10. What are the training requirements?

PENCIL holds pre-employment trainings in January, during mid-winter recess, College Spring Break in March, and evenings throughout January- April. Dates and times are included in the training invitation once accepted into the program.

Pre-employment training is hybrid, with a mandatory 7 hours of in-person training 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 FREQUENTLY ASKED QUESTIONS by DYCD. These are completed virtually and available as group or asynchronous sessions.

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

All students are required to complete training. Students who previously completed training but were not placed in a Ladders for Leaders internship, are required to complete training again this year. Students (Program Alumni) who have successfully completed a Ladders for Leaders internship in the past also have to complete training and will be provided with separate training from new students.

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

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

13. 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. Ultimately it is up to the site on what student they would like to interview.

14. What does the internship matching and 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. Students will receive internship opportunities they can apply for by email.
- b. Students will submit resumes through a link to express interest in the positions shared with them. Students should only apply to positions they will be accepting if selected for the opportunity.
- c. PENCIL staff will notify students if they share their 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 or the Employer to schedule their interview within the next 7 business days.
- e. Once all students are interviewed, the employer will make the final hiring selection, and students will be notified. If a student is not hired for a position, they will be placed back in the pool to receive new opportunities.

15. How many jobs can I apply for at once?

Students can apply to any opportunity that is shared with them. It will vary based on what is available. **Students can only have their resume shared/interview for one opportunity at a time.** Once hired for an internship you will not receive additional opportunities. If rejected from an employer, PENCIL will continue sharing opportunities with you until you are either hired, or we have filled all available roles.

16. 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.

17. 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.**