

Seattle Youth Employment Program (SYEP) Employer FAQ

- ***I'm interested in hosting an intern, what are my next steps?***
 1. Complete the [SYEP Employer Interest Form](#). After receiving your completed interest form, a staff member will contact you with instructions for completing the required application.
 2. **Complete the SYEP Employer Application by March 13, 2026**, to be considered for hosting. Entering as much detail as possible about your proposed internship will help us identify the intern best suited for the role.

Applications are processed as received so it is highly recommended to submit your application as soon as possible.

- ***What is the start and end date for the summer internship season?***

Internships this summer will begin on July 6th and end August 21st. On a case-by-case basis we may be able to accommodate earlier start or later end dates.
- ***What is expected of me as a Site Supervisor?***

You will coach and mentor your intern(s), track their work hours, and support them in learning workplace skills. Most interns are new to SYEP, and your internship may be their first work experience. We will provide training and support throughout the internship. Additional information will be sent to you upon acceptance.
- ***Will I be guaranteed interns if I apply?***

We cannot guarantee all internship slots will be filled. Placement criteria include site location, skill, age, interest, and employer requirements. We will fill as many slots as possible, while matching interns with a position where they will succeed.
- ***Can I request as many interns as I want?***

There is a limit of five (5) interns per supervisor. Multiple supervisors are permitted per site.
- ***When will I know if I have been assigned interns?***

All hosting sites will be notified of placement of interns by the end of May.
- ***How many hours can an intern work?***

Interns may work up to 150 paid hours this summer: 10 hours of pre-employment training with SYEP staff and up to 140 hours of internship experience. Interns average 20 hours per week.
- ***How much are interns paid? Who pays them?***

Interns are paid \$21.30/hour, the Seattle minimum. **While optional, employers who opt to fund even one internship help to increase the number of positions available to youth and young adults.**
- ***Do I have to attend a supervisor training even if I am a returning supervisor?***

Yes, if you are selected as a supervisor you are required to attend our supervisor training, even if you are returning.

- ***When does the Youth application open and close?***
Youth applications will open in February and will close at the end of March.
- ***How are interns selected for SYEP?***
Youth apply online through our Youth Portal and participate in our enrollment and placement process.
- ***Are interns required to be vaccinated?***
As City of Seattle employees, interns are not required to be fully vaccinated to participate in the program.
- ***Are supports available to help me deal with any challenges that might come up during the internship?***
Yes, a staff member will be assigned to your site and available to assist in resolving issues and developing improvement. Staff will also support you and your intern by monitoring intern experiences, ensuring timesheet completion, and answering SYEP-related policies and procedures questions.

Additional information and policies will be discussed during the mandatory supervisor training in June.