

**2016 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)  
PARTICIPANT REQUEST FORM**

**DUE DATE: Friday, March 18, 2016**

**Send to Melissa Herrera via email at [MHerrera@doc.gov](mailto:MHerrera@doc.gov)**

**Program Specifics:**

Program Dates: Monday, June 27, 2016 to Friday, August 5, 2016.

Eligible Candidates: Most SYEP candidates have prior work experience, basic administrative skills, and at least a basic level of computer literacy.

Eligible Work Sites: All bureaus within the Washington, DC, metro area are eligible to employ SYEP participants. This includes the bureau locations outside of the District boundaries. Since most participants will not have their own transportation, the only requirement is for public transportation to be available at the work site.

Work Hours and Pay: All wages are paid by the DC government. Students ages 22-24 may work up to 30 hours per week at \$9.25 an hour. Students ages 16-21 may work up to 25 hours per week at \$8.25 an hour. Students ages 14-15 may work up to 20 hours per week at \$5.25 an hour.

Background Checks: Each hosting office will be responsible for coordinating the proper security check and onboarding procedures with the servicing human resources office and security office. Interns must pass their background checks in order to be hired by the Department.

Verifier of Time and Attendance: Each participating bureau/office will be asked to identify a person who will be responsible for approving the participants' time and attendance, if other than the supervisor, weekly.

Selection Process: Bureaus interested in participating can obtain interns through the following three venues:

- **Commerce SYEP Resume Bank**  
The DC Department of Employment Services provides a database of applicant resumes. The OHRM Human Capital Strategy and Diversity Office will interview applicants and create a resume bank with tentatively selected participants based on youth areas of interest and office needs. The resume bank will be sent to all interested managers around May allowing managers to select from the resume bank and conduct additional phone interviews, if they choose to. Office matches will be made on a first come first serve basis.
- **Name Request**  
Managers who hosted a SYEP youth in previous years can also provide a name request. The youth requested can be matched to the requesting office only if they are an eligible 2016 SYEP participant and if they wish to return to the requesting office.
- **Career Exploration Fair**  
The SYEP Career Exploration Fair is an opportunity for host employers to meet eligible participants and conduct interviews on-site, as desired. The date and other details have not been released at this time. The OHRM Human Capital Strategy and Diversity Office will attend and bureau representatives will be invited to participate, once we receive event information.

More information on the SYEP Program, including the 2016 SYEP Supervisor Handbook can be found at [http://hr.commerce.gov/Employees/PROD01\\_009290](http://hr.commerce.gov/Employees/PROD01_009290).

1. Bureau/Host Office: \_\_\_\_\_

2. Bureau/Host Office Work Address:  
\_\_\_\_\_

3. Number of youth participants requested: \_\_\_\_\_

4. The following individual(s) will serve as the participant's supervisor for this year's SYEP term:

**Primary**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Secondary (optional)**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

5. Person verifying participant's time and attendance, if other than the supervisor:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

6. Information for available position:

Job Title: \_\_\_\_\_

Preferred Working Hours: \_\_\_\_\_

Summary of duties to be performed:

7. Transportation to reach work site:

DC Metro Rail Yes \_\_\_ No \_\_\_ If yes, please list nearest Metro Station: \_\_\_\_\_

DC Metro Bus Yes \_\_\_ No \_\_\_ If yes, please list bus route: \_\_\_\_\_

Other: \_\_\_\_\_

8. How would you like to recruit for your position(s)?

\_\_\_ Commerce SYEP Resume Bank

\_\_\_ Provide a name request of the following individual: \_\_\_\_\_

\_\_\_ Career Exploration Fair (date TBD)