

Program Timeline

2019 – 2020

Training

- The Job and Career Readiness Training (“Training”) is open to any eligible student (whether or not the student chooses to apply for the MYEP).
- Eligibility Requirements:
 - Participants must be enrolled as a current CMS student or reside in the City of Charlotte, and
 - Participants must be 16 years of age on or before April 15, 2020
- Students who want to participate in the MYEP must first complete the training as a pre-requisite.
 - Students do not have to re-train each year
- The training is a full school day of engaging instruction focused on:
 - Resume Development
 - Job Interview Preparation
 - Customer Service Skills
 - Financial Literacy
 - Effective Networking
 - Workplace Etiquette
- CDCs create a registration process for their school’s training, with an attendance goal of 60 students per training.
- CDCs communicate with training consultants directly about training logistics.
- On the day of training, students sign in and sign out using online links to record their attendance (links will be provided the day of training).
- CDCs facilitate sign-in by providing access to technology (a computer or laptop for each student).
- CDCs monitor participation throughout the day and ensure MYEP Staff have an accurate attendance list at the end of the training.
- Students who participate in the full day’s training will receive a certificate of completion and become eligible to apply for the MYEP.

Application

- The MYEP application process will open to students once they complete the Job & Career Readiness Training.
 - Students who have completed the training the year prior will be emailed application instructions directly by the MYEP
- Additional MYEP eligibility requirements are that students must:
 - Be 16 on or before April 15, 2020
 - Be a CMS student or Charlotte resident
 - Have a social security number
 - Be eligible for employment in the US
 - Agree to a background check and photographs (and sign consent forms)
 - Follow instructions for the background check & drug screen (and test negative)
- The MYEP application process consists of an online application and video interview.
- The online application (through Classe365) requires:
 - Submission **deadline by January 3, 2020**
 - Resume (must be uploaded)
 - Participant Agreement & Consent Forms (must be uploaded)
 - Responses to short essay questions
 - Two (2) professional references
- The video interview (through Spark Hire) requires:
 - Submission deadline by **January 3, 2020**
 - A recorded response (via webcam) to pre-set interview questions
 - CDCs may provide specific protocol for their respective students (within MYEP framework)
- Application and interview scoring will be conducted by MYEP Staff on a rolling basis. Matching process to Host Employers will begin March 25, 2020.

Placement

- Accepted students must prioritize a 6-week summer experience from **June 24 – August 5, 2020**.
 - Students’ assigned Host Employers will specify the daily schedule
 - Students must commit to working a total of 150 hours (an average of 25 hours per week for 6 weeks)
 - Students are paid \$9/hour
- Notification of MYEP acceptance and placement with a Host Employer will be emailed and/or mailed to selected students on **April 20, 2020**.
- Students have until **May 1, 2020** to accept/decline placement and then will begin coordinating start dates, schedules, paperwork, etc. with their assigned employer.
- Students & Parents must participate in an orientation on **May 20, 2020**.
- Placement is contingent upon the student successfully completing a background check and drug screen (between **May 26-June 5, 2020**).
- Students are expected to:
 - Update MYEP Staff/Host Employer if their contact information changes
 - Be responsive to communication from MYEP Staff/Host Employer
 - Practice professional etiquette and conduct with MYEP Staff/Host Employer
- MYEP monitoring visits will be conducted with each student and supervisor over the course of the summer work experience.
- Acceptance into the MYEP is not guaranteed, nor is placement in a role that aligns with the applicant’s career interest. The MYEP strives to make mutually beneficial matches of students to Host Employers, considering the entire applicant pool and balancing multiple factors.