



## Summer Youth Employment Program (SYEP) – Youth Worker Guide

- **Proof of Residence** - This should be a copy of your most recent report card or progress report if you are attending high school or college, if you are not in school, you can submit a bank statement that has your name and address.
- **Recommendations** - We must receive two letters of recommendation using the approved recommendation form on our website. We suggest sending the form to several people who can speak on your integrity or prior volunteer/work experience to ensure the two are received. Outside letters of recommendation or reference will not be accepted.
- **Questionnaire** - Questionnaire form can be found on the Summer Youth Employment website.
- **To Schedule an Interview** - All documents must be received before you can schedule an interview. Once documents are all received, an email will be sent to your email on file to schedule an interview via a Signup Genius link.
- **After the Interview** - You will receive a document following your interview with a detailed timeline of next steps.
- **Job Offer** - If a position is available, you will receive an email with a job offer, this email will contain the position details and a deadline to respond to the email, either accepting or declining the job offer. Other positions may not be available after this offer is made.
- **After Acceptance** - You will receive an email with the next steps to schedule an appointment with Human Resources or contain private business information as well as orientation information.
- **Communication** - You will receive a reminder of orientation expectations- dates, times, and locations, etc. If placed with a private business, they will reach out directly to you with their next steps.

Questions?- In the meantime, if you have any questions, you can email [SYEP@vb.gov](mailto:SYEP@vb.gov)