



# Q&A

## **What counties is the internship program in?**

The Eastern Oregon WORKS Summer Internship Program is currently running in Union and Umatilla Counties and plans to expand in the future. If you are interested in hosting an intern in another county, there are some other internship programs, click on your county on this page. If none are available in your county, we are working to expand. If you are interested in helping with that please let the Internship Coordinator know!

## **How old does an applicant need to be?**

The applicant needs to be at least 16 years old by June 10th, 2024. The internship program is open to ages 16 and up, with some internships requiring at least 18 years old as noted in the internship description. If someone is under 16 and still looking for work, please let us know and we will connect them with other work experience options.

## **I'm an employer and I've registered and filled out my internship job description. Do I need to do anything else?**

The Internship Coordinator reviews all internship descriptions for the 2024 Eastern Oregon WORKS Summer Internship Program. EOWB and WorkSource partners help recruit for your position(s) and you will get an email when you receive new applicants.

**Internship Coordinator**

[internships@eowb.org](mailto:internships@eowb.org)

541-963-3693



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## **Are we able to get wage assistance if we cannot afford an intern?**

Please mark that you are interested in wage assistance in the registration of the internship, and the Internship Coordinator will reach out for your next steps as we have funding available for some wage assistance. If the intern is going on your payroll but we are reimbursing wages, before the intern begins working, we need a copy of your organization's W-9 to process reimbursement and the intern **must** complete paperwork **before** beginning work. If you do not have payroll capabilities, please inform us which applicant you have selected and confirm with the Internship Coordinator the process you are using before the intern begins work.

## **How do I view my applicant information?**

Links and steps are found at [eowb.org/eoworkshost](http://eowb.org/eoworkshost). Please contact the Internship Coordinator if you have any questions or issues with viewing your applicants. You may interview your applicants at any time. The intern applications will close May 24th, intern orientation is the beginning of June, and interns can begin working once they attend the orientation and complete all necessary paperwork.

## **How do we know if we have an intern applicant?**

The Internship Coordinator monitors applications and you should receive an email notification when you have applicants ready to review. You can also sign into the applicant management site with the username and password you created to view applications. If you did not yet create a login, visit [eowb.org/eoworkshost](http://eowb.org/eoworkshost) for steps. If you have entered a job description previously we can reuse the same one.