



Dear Employers and Job Seekers,

The University of Vermont College of Engineering and Mathematical Sciences (UVM CEMS) and Vermont HITEC (HITEC) are excited to announce that we have integrated our ongoing efforts to develop **STEM-Connect**: creating opportunities for **internships, cooperatives, apprenticeships and full-time employment** in the fields of science, technology, engineering, and mathematics (STEM). In supporting the growth and development of Vermont companies, our mission is to recruit and transition top talent into Vermont's businesses. Together we offer a full range of services to students, job seekers, and Vermont employers, on an as-needed and as-desired basis in the STEM fields:

#### Employer-based Services

- Conduct employer outreach activities to identify open internships, coops, apprenticeships and full-time positions
- Post sponsoring employer job openings on our websites
- Conduct outreach events and activities to recruit applicants for job openings
- Pre-screen applicants to best match skill sets and desire with job openings
- Provide employer with top applicants that best match job requirements and organizational fit
- Coordinate interviews, job offers and/or pre-employment orientation
- Develop education plan to fill any competency gap between applicant skill set and job requirements
- Secure financial resources through the Vermont Department of Labor (VDOL)\* to implement education plan:
  - Provide employer with financial support for required education
  - Provide employer with financial support for wages through VDOL on-the-job training (OJT) contracts
- Provide internship, cooperative, and apprenticeship administration and management
- Provide technical and behavioral mentoring of interns, coops, and apprentices
- Assist and conduct performance reviews during internships, cooperatives and apprenticeships
- Provide project-based resources to employers through interns and coop students

#### Job Seeker-based Services

- Post and promote internships, coops, apprenticeships and full-time job openings of regional employers
- Conduct applicant marketing and recruitment events
- Collect applicant resumes and cover letters
- Provide resume and cover letter one-on-one review sessions
- Provide career counseling and mentoring
- Conduct pre-employment interviews for match to employer job openings
- Provide interview feedback
- Coordinate interviews, job offers and/or pre-employment orientation
- Develop education plan to fill any competency gap between applicant skill set and job requirements
- Provide technical education as needed
- Provide technical and behavioral mentoring of interns, coops, and apprentices
- Promote transition from part-time or temporary employment to full-time employment

\* The Vermont Department of Labor has various funding sources available to support job seekers, employers, and education providers that **STEM-Connect** will help to secure, when found appropriate, to offset the costs of hiring and educating a new employee.

By combining the resources and strengths of our two organizations, *UVM CEMS* and *Vermont HITEC* are able to offer employers and job seekers a more valuable employment experience and encourage future participation and permanent hiring of individuals by Vermont businesses.

For more information on **STEM-Connect**, please contact us at:

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