



Frequently Asked Questions

Contact Us
Eastern Oregon
Workforce Board
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- **How do I get started?** Visit <https://eowb.org/eoworks> to learn more and sign up by submitting a job description and your organization's information. If you have any questions, feel free to reach out to us directly. We will follow up with your submission to finalize details and any agreements needed before publishing your internship opportunity to our job board.
- **What types of businesses can participate?** We focus on employers in high-wage, high-demand industries across Eastern Oregon and internships that provide exposure to regional career paths. However, we encourage all employers offering opportunities that will help interns build valuable skills for their future careers.
- **What support does the program offer to employers?**
We provide ongoing support throughout the internship process, including:
 - Assistance with internship planning and placement.
 - No cost recruitment.
 - No cost internship job board for all positions to be posted and applied to.
 - Training on how to mentor and manage interns.
 - Wage assistance to help reduce your financial risk and support small businesses
 - Regular check-ins to ensure the internship is successful for both you and the intern.
- **Do I need to pay the intern?** Yes, all internships are paid positions. This is one of the key aspects that sets our program apart from others. This way, an intern doesn't need to turn down an opportunity for a paid job that doesn't progress their career goals. We provide wage assistance to businesses that need that extra support to ensure all interns are paid.

What are the current pay options?

- **Self Pay/No wage assistance needed:** Employers cover the full intern wages. A bit less paperwork to do with us!
- **Partial subsidy:** Employers can request a subsidy of up to 50% of the intern's wages.
- **Interested but require additional support:** If your business needs more support, you may qualify for a 100% subsidy to cover the intern's wages.

How long do internships last?

For some interns to get school credit, they need a minimum of 90 hours. That may vary with the school/reason for internship. Our wage subsidies generally go up to 160 hours for \$16/hour at this time. (Funding can change our subsidy offers at any time. Please check with us and our options!)

Can I hire the intern after the program ends?

Absolutely! The goal of the program is to build long-term employment opportunities. We encourage you to consider offering a permanent position to your intern. Our motto is "Grow Your Own," keeping talented youth in Eastern Oregon. If you do plan to hire your intern, we recommend you connect with us to review any options you may have through us or our WorkSource Oregon partners. If they were a great intern and you can't hire them at that time, we can also help connect them to other opportunities after their internship.

What kind of paperwork is involved?

For wage reimbursement and other assistance we need to both sign a contract before the intern starts working. We would need items such as timesheets, pay stubs, a copy of your organizations W-9. For self pay, some employers mainly use this as a recruitment tool to connect with local youth and we request feedback on their experience after their internship. We try to limit the extra work involved for both the intern and the employer. If an intern has school requirements sometimes they need to do a report or presentation but that is outside of Eastern Oregon WORKS. (We love to attend presentations when we can though!) All agreements need to be set up before the intern starts working.