![Seattle Youth Employment Program logo]

How to Select Your Internship Preferences

1 Getting Started

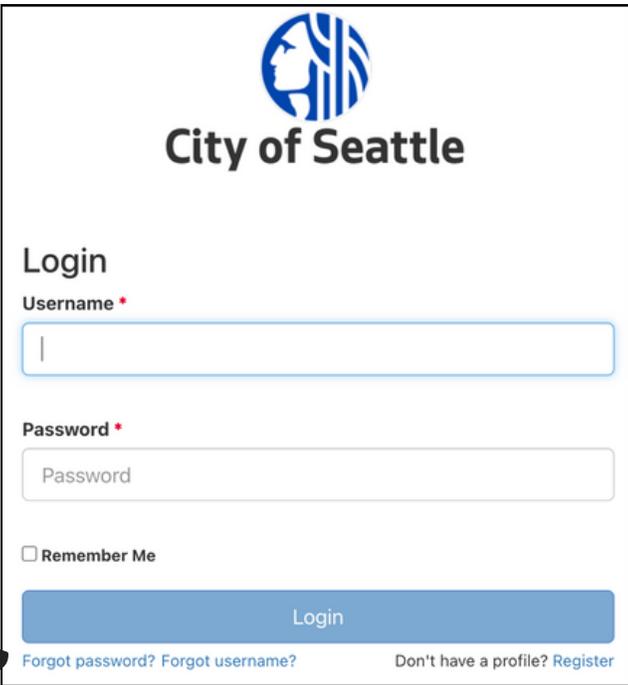Go to https://youthconnect.powerappsportals.us/
or scan the QR Code.
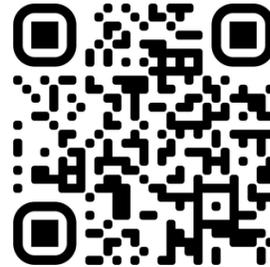
2 Log In

Log in to your account using the username and password you created for your application. Use the "Forgot password?" or "Forgot username?" features, if needed.

City of Seattle

Login

Username *

Password *

☐ Remember Me

Login

Forgot password? Forgot username?   Don't have a profile? Register

3 Review Internship Options

Under Applications, click on "Internships" to review all the internships we have available. See step 4 for more information.

Human Services   Home | Applications ▾ | Sarah ▾

Home / Available Internships

Available Internships

Applications
Placement Questionnaire
Internships

How to Select Your Internship Preferences

4 Internship Search

- Select your work setting preference by clicking one of the boxes under "Work Setting" or leave it empty if you have no preference.
- If you are <u>under 18</u>, click the "no" box under "I am over 18 years" so you will only see options available to you. If you are <u>18 or over</u>, leave the boxes unchecked.
- Once completed, click "Apply Filter."
- You can use the search bar to find opportunities in certain career sectors by using keywords.

Employer	Work Setting	I am over 18 years
▼ ⌄	☐ In person ☐ Hybrid ☐ Virtual	☐ Yes ☐ No

Apply Filter

Search 🔍

Employer ↓	Job Title	Work Setting	Must be Over 18	Career Sector	
White Center Food Bank – White Center Food Bank	Media Outreach and Communications Assistant	In person	No	Human and Social Services; Public Service; Arts; Other	⌄
Visual Media Projects LLC	Photography and or Videography and Post-Production Editor Intern	Hybrid	Yes	Business Administration; Arts	⌄
Visual Media Projects LLC	Web Designer or Developer	Hybrid	Yes	S.T.E.M	⌄
Vault89 Strategies, LLC	INVEST Program Intern	In person	Yes	Business Administration; Human and Social Services	⌄

5 Internship Details

To learn more about an internship, click on the name of the employer where you will find their location, work setting, and essential tasks.

Employer	Work Setting	Must be Over 18 Years
▼ ⌄	☐ In person ☐ Hybrid ☐ Virtual	☐ Yes ☐ No

Apply Filter

Search 🔍

Employer	Job Title	Work Setting	Must be Over 18	Career Sector	
501 Commons			No	Health Care	⌄
COS - Human Services Department - Leadership & Administrative (LAD)	Legislative and External Affairs Intern	Hybrid	Yes	Business Administration; Human and Social Services; Public Service	⌄
COS - Human Services Department - Seattle Youth Employment Program	Administrative Assistant Intern	Hybrid	Yes	Business Administration; Human and Social Services; Public	⌄

6 Find and Record

- Take time to search through all of the options that relate to your desired internship.
- Record the employer's name and job title of all of the internships that interest you (up to ten). Make sure to only include those that work with your schedule.
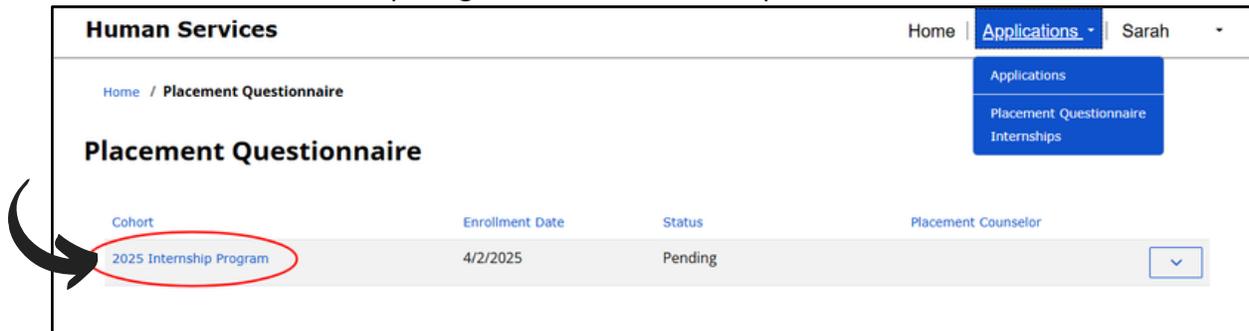- Listing up to ten internships increases your chances of being placed at an SYEP internship.

7 Placement Questionnaire

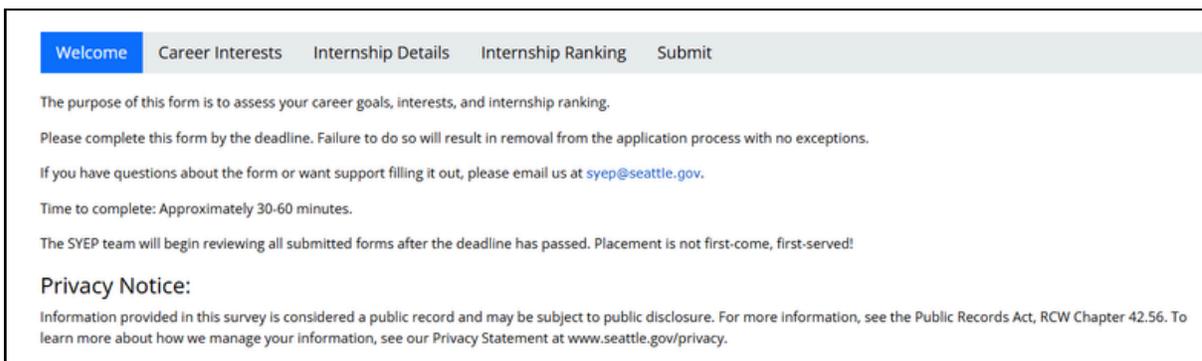Get into the Placement Questionnaire section by clicking on Applications, then "Placement Questionnaire.

Human Services   Home | Applications ▾ | Sarah ▾

Home / **Placement Questionnaire**

Applications
Placement Questionnaire
Internships

Placement Questionnaire

Cohort	Enrollment Date	Status	Placement Counselor	
2025 Internship Program	4/2/2025	Pending		⌄
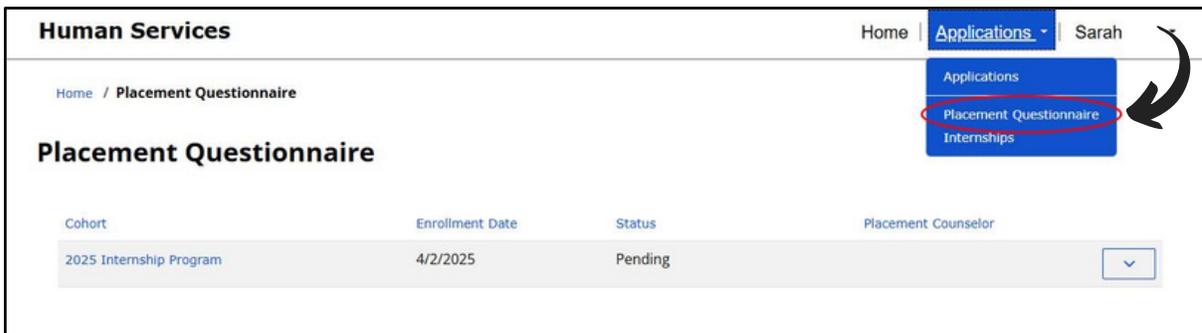
Click on 2025 Internship Program to enter into the questionnaire.

Human Services   Home | Applications ▾ | Sarah ▾

Home / **Placement Questionnaire**

Applications
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Placement Questionnaire

Cohort	Enrollment Date	Status	Placement Counselor	
2025 Internship Program	4/2/2025	Pending		⌄

8 Placement Questionnaire: Welcome

Read the Welcome section and click "Next" when you are done.

| Welcome | Career Interests | Internship Details | Internship Ranking | Submit |

The purpose of this form is to assess your career goals, interests, and internship ranking.

Please complete this form by the deadline. Failure to do so will result in removal from the application process with no exceptions.

If you have questions about the form or want support filling it out, please email us at syep@seattle.gov.

Time to complete: Approximately 30-60 minutes.

The SYEP team will begin reviewing all submitted forms after the deadline has passed. Placement is not first-come, first-served!

Privacy Notice:

Information provided in this survey is considered a public record and may be subject to public disclosure. For more information, see the Public Records Act, RCW Chapter 42.56. To learn more about how we manage your information, see our Privacy Statement at www.seattle.gov/privacy.

9 Career Interests & Internship Details

Read through all of the questions in the Career Interests section and use the drop down arrow to choose your response. Continue through the Internship Details section. Please note that you cannot go back to these sections after you submit your internship ranking.

| Welcome ✓ | **Career Interests** | Internship Details | Internship Ranking | Submit |

Select up to three career sectors that you would be interested in working in. *
You can view this Career and Technical Education model for more detailed information
(Select up to 3)

Select or search options

Select all   16 items

Marketing

Finance

Business Management and Administration (e.g. Operations, Human Resources)

Hospitality and Tourism

10 Internship Ranking

Read through this section carefully. You will use the drop down menu to select and add your internship choices to your profile. After choosing each internship, make sure to click "Add Internship."

| Welcome ✓ | Career Interests ✓ | Internship Details ✓ | **Internship Ranking** | Submit |

Please read carefully. This next section will ask you to list up to ten internship positions where you would like to be placed and then place them in your order of preference. Refer to the list/dashboard of internship opportunities that you should have received in an email. If you experience any issues viewing the list, email us at syep@seattle.gov.

Some important things to note:

- Positions are limited so not everyone will be able to get into their top choices.
- Listing more internships increases your chances of being placed at an SYEP internship.
- Only list the internships that you have a strong interest in (up to ten). For example, if you are interested in one position total, only input that internship. Note that this would mean you may not be able to participate with SYEP if there are not enough slots available for that position.
- Be mindful of the internships that are in-person or hybrid. Consider how you will get to the work location.

Internship Preferences:

Select internships from the dropdown and click "Add Internship" to add a preferred internship to your list. Then place them in your preferred order below. You may select up to 10.

View our Active Internships page for a current, searchable list of available internships.

Select Internship:

Select   **Add Internship**

11 Internship Ranking Continued...

Use the arrows or drag feature to move your internships in the correct ranking order (1 being your first choice).

Rank Order:

Place internships in your order of preferrence by dragging and dropping them (or use the up/down arrows) in the list below.

Keyboard navigation: use the up and down arrow keys to navigate list items; use the left and right arrow keys to access an item's up, down, and delete buttons.

1. **Oromo Cultural Center | Office Assistant**
2. **COS - Seattle Animal Shelter | Seattle Animal Shelter Intern**
3. **Coach G's Athletics | Sports and Media Intern**
4. **Filipino Community of Seattle | Youth Program Intern**
5. **Enhanced Interactions LLC | Geographic Information Systems GIS and Story Maps Internship**

When you are done with your ranking, click on "Save and Continue."

Previous | **Save and Continue** | Exit

12 Submit

Lastly, submit your internship placement preferences by click the confirmation box and "Submit." Note that you will be able to make changes to your rankings after submitting, although you will not be able to alter your Career Interests or Internship Details. You will not be able to make any changes after 5 PM on April 22nd.

| Welcome ✓ | Career Interests ✓ | Internship Details ✓ | Internship Ranking ✓ | Submit |

☐ **I confirm that this questionnaire is complete.** *

Previous | **Submit** | Exit