

## HIRING A YOUTH

### Interview Questions:

- Ask questions about the youth's previous work and/or volunteer experience. Ask about other activities they may be involved in.
- Ask what skills, strengths, qualifications the youth possesses. Ask about skills that are specific to your job.
- Ask what the youth would do if they finished their work early and/or ran into a problem on the job.
- Ask the youth how others would describe their work ethic.
- You may ask the youth to provide some professional references, a resume and/or a cover letter.



## THANK YOU

### FOR INVESTING IN OUR YOUTH!

The Enterprise staff strives to provide you with the best service possible. Your job will be featured in our weekly job announcement email and posted on our job boards in our office. While we cannot guarantee that your job will be filled, we can guarantee that your job will be available to be viewed by our members.

**Please let EHSS know when you have hired one of our members!**

If you have any questions or concerns please do not hesitate to call us. We would like to hear about your experience working with Enterprise members.

Thanks!

### ENTERPRISE FOR HIGH SCHOOL STUDENTS

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Website: [www.ehss.org](http://www.ehss.org)

## BECOME A SUCCESSFUL YOUTH EMPLOYER



**enterprise**   
for High School Students

**MORE THAN JUST A JOB**

**415-392-7600 EXT. 1  
WWW.EHSS.ORG**

## CREATING A SUCCESSFUL WORK ENVIRONMENT

The culture of a professional workplace may be new for many youth. Below are some tips you can use as an employer to ensure everyone has a positive experience.

- Give the youth **positive feedback**.
- Provide **clear expectations and guidelines**. Being very detailed, specific, and approachable fosters good communication.
- Ask the youth to **repeat/summarize the directions** and/or agreements you have made to ensure accurate communication.
- Encourage the youth to **ask questions** if they need clarification or do not understand a task.
- **Communicate** with the youth and value their capabilities. **Listen** carefully to the youth and engage yourself actively in understanding. Be open to his or her perspective.
- Be available as a **mentor**. Help your student recognize and enhance their skills, as well as explore professional and personal goals.

As of January 1, 2012

San Francisco Minimum Wage is

**\$10.24 per hour**



### SETTING UP A WORK SCHEDULE

- Agree on clear start times and work days.
- Exchange reliable contact information (including first and last name) with the youth and communicate any schedule changes.
- Make sure the youth knows how to get to the job location and has reliable transportation.
- Remember to tell EHSS when you have hired a student.

### CHILD LABOR LAWS

#### Work Hours for 14-15 Year Olds

- Not more than 3 hours on a school day.
- Not more than 8 hours on a non-school day.
- Not more than 18 hours a week when school is in session.
- Not more than 40 hours a week when school is not in session.
- During the school year between 7am and 7pm, but not during school hours and until 9pm during the summer.

#### Work Hours for 16-17 Year Olds

- Not more than 4 hours on a school day .
- Not more than 8 hours on a Friday and on non-school days.
- Not more than 36 hours a week when school is in session.
- Not more than 40 hours a week when school is not in session.
- May work between 5am and 10pm on school days but not during school hours and can work until 12:30am the night before a non-school day.