2016 KP LAUNCH INTERNSHIP PROGRAMS

The Kaiser Permanente LAUNCH Internship Programs incorporate a variety of programmatic components to accomplish its three priority goals of:

1. Introducing and exposing low-income youth who are underrepresented in the health care workforce from underserved communities high school students to careers in health care through a paid summer work experience and support for youth consider higher education and careers in health professions
2. Providing hands on, meaningful opportunities to develop professional and community leadership skills
3. Empowering youth to become aware, knowledgeable and goal-oriented in their pursuit of becoming employable in health professions

Applications for the 2016 LAUNCH Internship Program for the Vacaville & Vallejo Hospitals are due by:

Monday, February 22, 2016 at 5:00 p.m.

LAUNCH interns work full-time on various healthcare related projects in multiple settings for eight weeks over the course of the summer. The intern will be assigned to at least one supervisor within a specific department while participating in workshops with other LAUNCH interns. A Kaiser Permanente on-site coordinator (OSC) will be available as an additional resource for support for interns.

WHAT WILL I DO? WHO WILL I MEET?

I. Health Care Administration, Clerical, and Support Services –
   From greeting members to coordinating schedules and arranging meetings, our administrative staff demonstrate the knowledge and skills necessary to provide superior and culturally sensitive service to our members. In this role, you have the opportunity to gain exposure and experience from Senior Vice Presidents and key Executive staff, Project Managers, Consultants, and Accountants.

II. Information Technology (IT) –
   At Kaiser Permanente, innovative systems and platforms are being integrated to shape the future of health care by over 6,000 IT professionals. From creating mobile apps to maintaining our health management tools, we believe in investing in technology that will make lives better. In this role, you have the opportunity to gain exposure and experience from IT Finance Specialists, Programmers and Developers, and various support staff.

III. Human Resources (Employee Relations) –
   Attracting and identifying those whose skills and views align with our mission are just part of what you’ll do as a HR professional. The work you do building engaged teams and developing recruitment and retention strategies helps our employees thrive while strengthening the organization as a whole. In this role, you have the opportunity to gain exposure and experience from Recruiters, Consultants, and various Project Managers.

IV. Clinical Setting –
   Within the Clinical setting, you’ll help our members on their journey toward better health! Collaborating with others, you’ll assist in providing care to patients that is appropriate, affordable, and high quality, and will be working with a network of health professionals. In this role, you have the opportunity to gain exposure and experience from Nurses, Physicians and Clinicians, and a variety of technicians, assistants and consultants.

kp.org/communitybenefit/ncal/internships
INTERN QUALIFICATIONS

• At a minimum, all interns must:
  o Reach the age of 16 by June 1, 2016
  o Be enrolled in high school or a general education degree (GED) program, or a recent high school/GED graduate within one academic year (graduated NO earlier than May 2015)
  o Have a grade point average (GPA) of 2.5 or higher
  o Come from an underserved background
  o Have an interest in working in health professions
  o Be able to work full-time during the eight-week program
  o Undergo and pass all Kaiser Permanente employment requirements

Applicants who are dependents of Kaiser Permanente employees are ineligible to participate in the KP LAUNCH summer internship programs. Applicants who are KP dependents will be removed from the applicant pool.

INTERN ROLE AND RESPONSIBILITIES

• Work full-time (40 hours per week, eight hours per day) during the eight-week program
• Attend and participate in all work days and internship workshops on-time. Must also be consistently and properly prepared for professional development and exposure to healthcare careers
• Must be prompt, dependable and willing to adhere to all Kaiser Permanente policies and professional work setting guidelines
• Demonstrate professional behavior in the work and program environments at all times
• Attend training and demonstrate learned work skills within an assigned department
• Report any issues regarding work and program participation to supervisor and OSC
• Contribute to intern and program evaluation/assessment, including online feedback surveys
• Complete and pass all employment and compliance requirements and adhere to policies as a Kaiser Permanente employee, including New Employee Orientation

EMPLOYMENT REQUIREMENTS FOR INTERNS SELECTED TO PARTICIPATE

If selected to participate in the program, interns must complete all Kaiser Permanente employment requirements as outlined below:

• Drug screening: Interns must undergo and pass a drug screening
  o If under the age of 18 by June 1, 2016, the intern must have a parent/guardian legal consent to undergo drug screening
• Background check: Interns ages 18 and older must consent to and pass a background check
• Employment eligibility: Selected interns must complete employment eligibility verification as part of the employment process
  o If the intern will be under the age of 18 and still enrolled in high school by August 12, 2016, the intern must submit a valid work permit prior to employment covering the work period of the eight-week program.
• Employee Health Screening: all selected interns are required to complete an employee health screening (which may include a tuberculosis (TB) test). These required screenings will be arranged by the Kaiser Permanente facility at which the intern is assigned, and must be completed prior to the internship start date in order to begin work.
APPLICATION CHECKLIST

Please complete and submit the following documents with all necessary signatures:

- Program Application (signature required on page 4 of application)
- Intern Personal Statement (attach typed copy; prompt located on page 3 of Info Packet)
- Parental Consent Form (if under the age of 18 by June 1, 2016, parent signature is required)
- 2 Letters of Recommendation (attach typed copies to application)
- Resume (attach typed copy)
- Applicant Self-identification form

Applications missing any items listed above are incomplete, and the applicant will not be considered.

PERSONAL STATEMENT

ON A SEPARATE PAGE, PLEASE DESCRIBE WHAT MOTIVATES YOU TO PARTICIPATE IN THE KP LAUNCH INTERNSHIP PROGRAM. PLEASE SPEAK TO ANY OF THE FOLLOWING:

- What education and career paths are you currently interested in?
- How have you been impacted by:
  - your family’s background or educational history
  - your surrounding environment or community
- Are there any situations or barriers you think may hold you back from doing well in school and securing a job?
- Who has inspired you and motivated you to achieve success, and how?
- Feel free to include anything else that makes you special!

PLEASE LIMIT YOUR RESPONSE TO A MAXIMUM OF ONE HAND-Written OR TYPED PAGE (ABOUT 500 WORDS). PLEASE ATTACH YOUR WRITTEN OR TYPED ELIGIBILITY STATEMENT TO THIS APPLICATION PACKET FOR SUBMISSION.

HOW TO SUBMIT THE APPLICATION

Deliver your KP LAUNCH paper application in person between the hours of 12 pm to 5:00 pm to:

Kaiser Permanente - Vacaville Administration Dept.
1 Quality Drive, MOB-B, 3rd floor

Kaiser Permanente - Vallejo Administration Dept.
975 Sereno Drive, Old Hospital, 4th floor
(Please see front desk for collection bin)
Email: Charmaine.R.Gandy@kp.org Phone: (707) 624-2246

Email application packet to: Charmaine.r.Gandy@kp.org cc: Cynthia.Verrett@kp.org

*Incomplete applications that do not include all requested documentation will not be considered.

REQUESTING YOUR LETTERS OF RECOMMENDATION

For employment purposes, a reference is someone familiar with your intellectual abilities and academic skills. This person should be able to provide supportive details of why you would be an excellent intern, and how you would benefit from the program. Provide your reference with any relevant details of the program you’re applying for.

- Letters of Recommendation should highlight the intern's:
  - Dedication to academic or professional success
  - Good grades and academic record
FREQUENTLY ASKED QUESTIONS

1. **Pay:** How much will I be paid as a KP LAUNCH intern?
   
   *KP LAUNCH interns will be paid the State of California and local City minimum wage per hour, between $9-12.25 per hour. Pay is bi-weekly.*

2. **Work site:** Where will I be working?
   
   *Every year, different departments, projects and locations are available. Departments in the past include: nursing, internal medicine, administration, and patient care services. Work is typically office-related with little or no patient interaction to maintain patient and intern safety and compliance.*

3. **Vacation:** How much vacation time do I have while participating in the KP LAUNCH program?
   
   *KP LAUNCH interns will work full-time during the eight-week program, and do not receive vacation time. Under certain circumstances, and to attend college/university orientations, interns may be excused for up to two work days by providing proper documentation.*

4. **Sick days:** What if I get sick during the program and am unable to work?
   
   *Interns will not receive sick pay or be able to substitute a work shift if unable to work.*

5. **Dress code:** What am I expected to wear to work as a KP LAUNCH intern?
   
   *As a KP LAUNCH intern, you are expected to dress professionally every day at work. Depending on your internship site, you are expected to dress in business attire unless your individual department has different requirements such as a uniform.*

6. **Transportation:** What if I can’t find a ride to work?
   
   *Interns are expected to arrive on-time to work every day. Interns are to secure reliable transportation upon accepting a position as a KP LAUNCH intern. Interns are responsible for securing and paying for their own daily transportation (e.g., BART fare, bus fare, parking, etc.).*

7. **Age:** Can I participate in the KP LAUNCH programs if I turn 16 over the summer?
   
   *No. If you turn 16 on or before June 1, 2016, you are welcome to complete the application and are eligible to participate in KP LAUNCH. If you do not turn 16 before June 1, 2016, please consider applying for KP LAUNCH the following summer.*

8. **Work permit:** Do I need a work permit to participate?
   
   *Interns selected to participate in KP LAUNCH programs must provide a work permit to Recruitment Services during the employment screening if he or she is still enrolled in high school in the Fall 2016. High school graduates as of June 2016 are not required to submit a work permit.*

9. **Returning intern:** I was in the program last summer. Can I come back to the program?
   
   *The on-site coordinator may decide to select returning interns depending on program availability and limited to one returning summer. You may also ask about an opportunity to help run the program as an administrative assistant.*

10. **College students:** What if I’m a college student who wants to be in KP LAUNCH?
    
    *KP Launch Programs include College and High School programs. More information can be found online at KP LAUNCH or the Kaiser Permanente University Connection.*

AFTER THE APPLICATION HAS BEEN RECEIVED

After the application deadline, the KP LAUNCH staff will begin to review all applications received, making sure that the paper applications are complete. Applicants with an incomplete application will be disqualified and will not be considered for participation in the 2016 program.
Select applicants who completed the application process will be contacted via phone to schedule a professional job interview to discuss how the applicant will fit best within the program. If selected to participate, the applicant will then proceed to the on-boarding process, which includes the required screenings facilitated through Kaiser Permanente. After all employment requirements are cleared and complete, the applicant will then be invited to participate in the 2016 KP LAUNCH programs as an intern.

### RECOMMENDATIONS FOR COMPLETING THE APPLICATION

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| **Jan. 29** | Applications Available | Paper applications distributed by KP staff & partners | o Priority given to underserved communities  
 o Dependents of KP Employees are ineligible | o Social Security Number  
 o Up to date Contact information of your References  
 o Knowledge of Family Background and Income |
| **Feb. 8** | Requesting Letters of Recommendation (LOR) | o Because 2 LORs are required by 2/22 be sure to reach out to local counselors and teachers with requests as early as possible  
 o LOR requests should be made NO LATER than February 8th!  
 o Be sure to confirm the reference’s contact information as we may need to complete Reference Checks | o Reach out to someone familiar with your intellectual abilities and academic skills. This person should convey your critical thinking and communication skills.  
 o Give your reference any relevant details of the position you’re applying for  
 o Include the 2 LORs (preferably ¾ to 1 page each) to your application packet |
| **Feb. 12** | Completing your Eligibility Statement | o KP Staff & Partners willing to offer assistance!  
 o Include the Eligibility Statement to your application packet | |
| **Feb. 22** | Application Deadline | o Applications can be submitted between 1/29/2016 and 2/22/2016  
 o As pools of applicants can reach into the hundreds, DO NOT wait until the last minute to submit!  
 o Be sure to list out your skills and interests! This is especially important in helping to find a department that’s a good fit | o Government-issued ID, Passport, or other qualifying I-9 Documents  
 o Only certified originals or copies are permitted; NO photocopies  
 o Work Permit (if under age 18 throughout summer)  
 o Request this early from your school’s counseling or main office. It will be much more difficult as the summer approaches  
 o Updated Resume  
 o Be sure to attach your Resume, Eligibility Statement, and both Letters of Recommendation to your application |
| What Now... | | o Remember to check your email often (including spam/junk folders)  
 o Return your calls or reply to your email within no more than 48 hours after someone calls or emails you from KP LAUNCH.  
 o If qualified, the KP LAUNCH team will reach out to you with further instructions and information |