

**FAQ for Corporate Partners**

**How does the program work?**

The Corporate Work Study Program, or CWSP, operates as 5013-C temporary employment agency within Providence Cristo Rey High School. The students are employees of the CWSP, not the Corporate Partner. The CWSP takes care of the I-9 compliance, W-4, Workers' Compensation, and other employee concerns for the students. The Providence Cristo Rey CWSP complies with all Department of Labor regulations. The fees charged to the business can be deducted as a business expense, not as a charitable donation.

**What type of jobs do students perform at the work site?**

Specific job descriptions differ depending on the Corporate Partner~~,~~ but all students start with similar entry-level clerical duties. These duties may include data entry, answering phones, Spanish-English translation services, document management, internet research, IT support, event support, working in mailrooms, customer service, or running office errands. Many student workers, depending on their experience and skills~~,~~ and the needs of the company, will progress to more challenging and complicated assignments. Students work in Accounting, Communications, Customer Service, Human Resources, Legal, Logistics, and Tax Departments. The wide range of CWSP partners allows students to be exposed to a diverse range of corporate work.

**When do students work?**

Workdays are Monday through Thursday. Seniors work on Monday, Juniors on Tuesday, Sophomores on Wednesday, and Freshmen on Thursday. The program runs during the school year, from August to June. The work program observes Christmas break, Spring break, and certain other holidays.

**How do the students get to work?**

Transportation is provided for the students, but the students may be dropped off by a parent, take IndyGo, or may drive themselves to the worksite.

**Is there a fee?**

Yes, there is a fee for hiring students. It costs $24,800 for a team of 4 students to job share, from August to June. The fee goes towards the cost of the student’s tuition.

**What if a Corporate Partner does not have enough work for a full-time position?**

For companies whose business cannot support a full team, partial teams are available. The cost is $6,200 per student.

**Who supervises the students at work?**

Each student is given an on-site Career Mentor who is responsible for assigning and supervising the student’s daily tasks. The CWSP Relationship Manager and the Career Mentor work together to guide and support the students to ensure they are successful at work.

**How are students prepared for their Work-Study jobs?**

All incoming freshmen and transfer students attend a rigorous summer training camp before beginning their first day on the job.

**Are students available to work over school breaks or summer?**

Yes, school breaks or summer employment can be arranged through the school at a rate of $9 per hour, and the money earned goes directly to the student worker. Checks are written by the PCRHS business office and the company is invoiced. Students need to provide their own transportation.

**Does the work schedule interfere with the classroom schedule?**

No, ~~the~~ classes are scheduled so that all students complete their weekly classes in an extended-day format.

**How do we measure our students' success?**

The Corporate Work Study Program uses performance evaluations to measure our students' success. We ask that our Career Mentors complete one evaluation per semester. Evaluations are part of the students' CWSP grade, as well as a tool for remediation and retraining when necessary.

**What if I have a problem with my student employee?**

If there is ever an issue or problem with a student worker, please contact your CWSP Relationship Manager immediately. We have a discipline process in place to refocus and redirect the student. Similar to most offices, we use a verbal warning, written warning and 30-day improvement plan process. If these measures do not change the students’ performance, the student will be fired, and another student will be assigned.

**What if a Corporate Partner is interested in the program but does not have a need for entry-level clerical help?**

We partner with not-for-profit agencies in the community so there are opportunities to sponsor students at these locations.

**Why should a business participate in the program?**

* Gain productive, entry-level employees
* Ensure cost-effective services for your business
* Free up lower-level employees for more complex work
* Aligns with internal development plans offering leadership and mentorship opportunities to first-time managers
* Contribute to your workforce diversity
* Students do not qualify as a headcount
* Benefit your local community with immediate payoff
* Develop a culture of community involvement among your employees
* Trained, diverse and tech-savvy workforce at a reduced FTE rate
* Creates a future pipeline of predominantly minority talent that can be leveraged through Cristo Rey network for job postings
* Consistent with corporate social responsibility efforts and characteristics attractive to young professionals
* Naturally lends itself to corporate reverse mentoring initiatives
* Ties to employee resource group and talent management objectives to engage a diverse and inclusive workforce

**How can I get more information about the Corporate Work Study Program?**

Please contact:

Cindy Thompson, Executive Director CWS cthompson@pcrhs.org

317-860-1000 ext. 141