

CAREER TRAINING USA

Employer Placement Handbook

 InterExchange

Table of Contents

Welcome	1
How to Contact Career Training USA	1
Employer Resource Center	1
Top 10 Reasons to Hire International Interns	2
Why Choose Career Training USA?	3
Developing a Training Program	4
The Placement Process	5
During and at the End of the Program	6

Appendix

List of Sponsored Fields	8-9
Program Exclusions	10
Contract	11
Recruitment Form	12
DS-7002: Tips	13

InterExchange, Inc.

161 Sixth Avenue, 10th Floor

New York, NY 10013

Tel: 212-924-0446

OR 1-888-621-1202

Fax: 212-924-0575

Email: training@interexchange.org

Office Hours:

Monday–Friday 9:30 a.m.–5:30 p.m. EST

Welcome

Thank you for deciding to hire an international Intern/Trainee through the InterExchange Career Training USA Internship Placement Program! With this program, InterExchange recruits well-qualified, English-speaking university students, recent graduates or young professionals from more than 70 countries worldwide, matching them to your business needs.

How to Contact Career Training USA

Career Training USA has skilled Account Managers ready to answer your questions.

General Questions

For general questions between 9:30 a.m. and 5:30 p.m., please call 212-924-0446 or toll free at 888-621-1202. When prompted, please choose the 'Employer' option.

Hiring Assistance

If you need help with hiring, please call either 212-924-0446 or 888-621-1202 and choose the 'Placements' option when prompted, which will take you to our dedicated Recruitment Advisors.

Employer Resource Center

Our InterExchange Career Training USA Employer Resource Center has all the information and forms that you will need when hiring international staff:

www.interexchange.org/resources/employers.html

Top 10 Reasons to Hire International Interns/Trainees

1. Work Experience

International Interns/Trainees are generally older than U.S. students, and many have practical work experience, as well as a more diverse education.

2. Language Skills

In addition to English, international Interns/Trainees are often multilingual and can more effectively communicate with overseas partners or customers.

3. Year-Round Availability

International Interns/Trainees can start at any time during the year and are not restricted to summer months.

4. Longer Stays

International Interns/Trainees can work for 1 to 18 months: perfect for project-based internships. Extensions are also available.

5. Automatic Recruitment

Customized recruitment structured for your company throughout the year, easing intern turn-over periods and preventing unnecessary project interruptions.

6. Lower Employee Costs

International Interns/Trainees are not subject to certain payroll withholdings, such as Medicare, Unemployment, and Social Security.

7. No Recruitment Costs

Employers pay no program, placement/recruitment, or visa fees.

8. Diversity

International Interns/Trainees bring diversity and cultural exchange benefits to the workplace along with an understanding of the global market.

9. Training Fields

International Interns/Trainees are qualified to train in a variety of fields, including engineering, law, sales, marketing, business administration, logistics, and many others.

10. International Team-Building

InterExchange can sponsor current team members from overseas offices while they receive additional professional training in the U.S.

Why Choose Career Training USA?

- Access to our global network of universities and international cooperators in more than 70 countries
- Cost-free recruitment targeted according to your business needs and guided by your own personal Recruitment Advisor
- Pre-screened candidates with proven credentials, chosen according to your criteria and interviewed in advance by your Recruitment Advisor
- Assistance with creating a DS-7002 Training/Internship Placement Plan that meets the U.S. State Department J-1 Visa regulations
- 24-hour support through the entire program
- Referral incentive for current employers: refer us to other U.S. employers who need international interns/trainees and receive \$100

Host Employer Eligibility

Host employers must be eligible to participate in this program. InterExchange must ensure host employers are legitimate organizations that are willing to abide by the rules and regulations governing this program. In addition, organizations with fewer than 25 employees or less than \$3 million dollars in annual revenue are subject to a site visit, conducted by an InterExchange representative. There is a \$250 fee, but once the visit is conducted, it is not necessary for the organization to be visited again should you wish to host Interns or Trainees in the future.

Employers should be aware that they must also supply a Federal Employer Identification Number, a Dun & Bradstreet Number (www.dnb.com), and verification of a valid Workers' Compensation Policy (this can be demonstrated by submitting a copy of the actual certificate or the insurance policy binder letter). Employers who are unable or unwilling to supply this information will not be permitted to host Interns or Trainees.

J-1 Visa Sponsorship Program

InterExchange can also provide J-1 Visa sponsorship for candidates whom you have recruited independently.

Please contact InterExchange Career Training USA to learn more about our J-1 Visa sponsorship program options.

Developing a Training Program

An appropriate internship/training program allows Interns/Trainees to engage in professional training in areas of their field that require an advanced skill-set. The program you design should reflect both the needs of your business while providing Interns/Trainees with an opportunity to gain professional experience to further their educational and/or professional endeavors. Basic, unskilled or clerical introductory activities may be part of a professional internship/training program; however, work of this nature must be kept to a minimum of 20% of the entire training period, per the federal J-1 Visa regulations

Interns/Trainees must also be provided with the following:

- A proper workspace and any necessary equipment related to the proposed program
- Professional supervision and evaluations/performance reviews on a regular basis
- Guidance and support throughout the program

An internship/training program that would not be appropriate is one that would involve tasks that do not require professional skills or one that would not provide the Intern/Trainee with the skills needed to further their educational and/or career goals.

Some examples of unskilled internship/training programs that would not be accepted include the following:

- Housekeeping
- Construction work
- Sales clerk/cashier
- Groundskeeper/Maintenance
- Dishwashers
- Line cooks
- Bartenders
- Lifeguarding
- Ride/Ski Lift Operator
- Administrative/Secretarial Positions

For a comprehensive list of unskilled occupations, please see the Program Exclusions in the Appendix.

DS-7002: The Training/Internship Placement Plan

The Training/Internship Placement Plan (TIPP) or DS-7002 is a government document that the employer completes. The intent of the document is to show both InterExchange and the U.S. Consular Official why the training program is necessary. The DS-7002 is the principle support document used by a candidate for the J-1 Intern/Trainee visa. Therefore, the document should be as detailed as possible. The federal government requires that the TIPP be broken up into phases. One page should be written for each 3-4 months of training, describing exactly what type of training the Intern/Trainee will be performing during each phase.

The goal of the document is to demonstrate to both InterExchange and the Consular Official:

- The overall objective of the training program
- The skills to be imparted
- Justification for the training (i.e. why a training program would be more advantageous than academic learning)
- The methodology that will be used to teach the Intern/Trainee in a chronological format
- Methods of evaluation and supervision

For more information, please see the DS-7002 tips in the Appendix.

Designing an Acceptable DS-7002 Training/Internship Placement Plan

The DS-7002 basically outlines the job activities and responsibilities your Intern/Trainee will assume during the internship. The host employer is expected to develop a DS-7002 which both the employer and Intern/Trainee agree can realistically be followed for the duration of the program. Your Career Training Recruitment Advisor will send you sample training plans and assist you with developing an adequate training plan that not only meets the needs of your business but that also complies with the J-1 visa regulations

The Placement Process

Step 1: Host Employer Approval:

- Your Recruitment Advisor will explain the responsibilities of a host employer and ensure that you are eligible. Your Recruitment Advisor will also help you get started on a rough draft of the training plan/ DS-7002.

- *Site Visit Fee:* Should a site visit be required, (an employer with less than \$3M in annual revenues or fewer than 25 employees) a one time fee of \$250 is required to cover the cost of the site visit. This fee is waived if an employer has already successfully hosted an Intern/Trainee sponsored by InterExchange.

Step 2: Complete an Employer Recruitment Form

- It is important that we know your specific requirements and preferences so we can target recruitment and ensure that the candidates you hire will be an asset to your business and never fall short of your expectations.

Step 3: Job Description Posted

- A customized job description will be created and posted on the InterExchange website. We will begin notifying all relevant International Cooperators and universities within our global network in order to identify a diverse pool of strongly qualified candidates.

Step 4: J-1 Visa Application

- Once pre-screened, approved candidates must submit a complete J-1 visa application. We perform an expedited review of the application.

Step 5: Pre-Screening Methods

- Your InterExchange Recruitment Advisor will conduct a personalized pre-screening interview by web cam or phone for each candidate that meets your criteria to evaluate their English communication skills and to re-confirm that their credentials meet your criteria.

Step 6: Employer Application Review

- We will forward you the exceptional candidates who have passed our pre-screening interview and who have been approved for J-1 Visa sponsorship.

You will then have the opportunity to review their credentials and select the candidates you would like to interview.

Step 7: Employer Interview

- Your Recruitment Advisor will help you to arrange interviews with your selected candidates. You can conduct telephone and/ or web cam interviews and decide whether to accept or reject a candidate.

Step 8: Finalize the DS-7002 Form

- Once you have hired a candidate, you will need to submit the final version of the DS-7002. The final version should incorporate any new information you may have discussed with the candidate during the interview and should provide details about his or her role and responsibilities.

Step 9: Final Approval and Embassy Visit

- Once the DS-7002 is submitted to your Recruitment Advisor, your candidate receives final approval and is able to apply for the J-1 Visa at the U.S. Embassy.

After receiving the visa, your candidate can make travel plans and begin working!

During and at the End of the Program

Program Evaluations

J-1 Visa regulations require that every Intern/Trainee and host employer complete a program evaluation at the midpoint and at the end of the internship/training program. Regardless of this requirement, we also want to hear from you regarding the progress of your Intern/Trainee whether the feedback is positive or negative. It is important to us that the candidates whom we have recruited for you have met your expectations and have proven to be an asset to your business.

Performance Issues

Employment of an Intern/Trainee is 'at will', both by you and by the Intern/Trainee. Should any issues in performance or behavior arise, you are not legally bound to continue offering employment. Before considering termination, we highly suggest that you meet with your Intern/Trainee to see if there is any possibility to rectify the issues and to suggest point for improvement. Most issues are often the result of miscommunication, unclear expectations or the challenge of adapting to a new business culture, most of which can easily be resolved by meeting with your Intern/Trainee and by keeping the lines of communication open and expectations clear.

Termination/Quitting

Given that employment is 'at will', sometimes there are unfortunate circumstances in which either you or the Intern/Trainee decides to end the program. Should your organization decide to terminate a participant, we will greatly appreciate your feedback. It helps us to determine why your participant fell short of your expectations and gives us a better idea of how we can fine-tune our selection criteria for future candidates. A participant may end their program at any time but only under extenuating circumstances is a participant authorized to change host employers and such requests are reviewed on a case by case basis.

Should either of the above scenarios occur, your Recruitment Advisor can find a replacement should you wish to hire another Intern/Trainee that better suits your business needs.

Culture Shock and Homesickness

Although many of our participants have traveled extensively or worked abroad in various countries, it can still be a challenge for them to adjust to a new lifestyle and work environment in the U.S. Your Recruitment Advisor can give you tips on how to help a participant who is experiencing culture shock or homesickness and may be having difficulty adapting to the U.S. work environment.

Extensions

If you have had a successful experience, it may be possible to extend your Intern/Trainee's program, assuming he or she has not been here for the maximum length. Interns can remain in the U.S. for up to 12 months total and trainees may stay for up to 18 months total. Hospitality and tourism trainees are invited to 12 months maximum. The extension application process is straightforward and simple, and your Recruitment Advisor can guide you through the process.

Recruiting Additional Interns/Trainees

If your Intern/Trainee cannot extend his or her J-1 Visa or if you are simply interested in recruiting additional participants, we are more than happy to assist with your future recruitment needs.

Contact your Recruitment Advisor, and we will get you started again!

Appendix: Career Training USA Sponsored Fields

Accounting	Computer Science
Accounting and Business/Management	Computer Software and Media Applications
Accounting and Finance	Computer Software Engineering
Accounting and Related Services	Computer Software Technology/Technician
Advanced Legal Research/Studies	Computer Systems Analysis/Analyst
Advertising	Computer Technology/Computer Systems Technology
Architectural Drafting and Architectural CAD/CADD	Computer/Information Technology Services
Architectural Engineering	Administration and Management Construction Engineering
Architectural Engineering Technology/Technician	Construction Engineering Technology/Technician
Architecture (BArch, BA/BS, MArch, MA/MS, PhD)	Construction Management
Architecture and Related Services	Culinary Arts/Chef Training
Audiovisual Communications Technologies/Technicians	Data Entry/Microcomputer Applications
Banking and Financial Support Services	Data Processing and Data Processing Technology/Technician
Basic Skills	Digital Communication and Media/Multimedia
Biochemistry	E-Commerce/Electronic Commerce
Biochemistry	Economics, General
Biological and Biomedical Sciences	Electrical and Electronic Engineering Technologies/Technicians
Biology/Biological Sciences	Engineering
Biomedical/Medical Engineering	Engineering
Botany/Plant Biology	Engineering Technologies/Technicians
Broadcast Journalism	Engineering/Industrial Management
Building/Construction Site Management/Manager	Environmental Engineering Technology/Environmental Technology
Business Administration and Management, General	Finance
Business Administration and Management, Other Business/Commerce	Food Preparation/Professional Cooking
Business/Corporate Communications	Geological/Geophysical Engineering
Chemical Engineering	Graphic Communications
Chemistry	Hospitality Administration/Management, General
Civil Engineering	Hospitality Administration/Management, Other
Civil Engineering	Hotel/Motel Administration/Management
Communication	Human Resources Management
Communication and Media Studies	Information Science/Studies
Communication Studies/Speech Communication and Rhetoric	Information Technology
Communications Technologies/Technicians and Support Services	Insurance
Communications Technology/Technician	Interior Architecture
Computer and Information Sciences	International Business and Law
Computer and Information Sciences	International Business/Trade/Commerce
Computer and Information Sciences and Support Services	International Law and Legal Studies (LL.M., J.S.D./S.J.D.)
Computer Engineering	International Marketing
Computer Engineering	Journalism
Computer Engineering Technologies/Technicians	Journalism, Other
Computer Engineering Technology/Technician	Landscape Architecture (BS, BSLA, BLA, MSLA, MLA, PhD)
Computer Graphics	Law (LL.B., J.D.)
Computer Hardware Engineering	Legal Professions and Studies
Computer Programming	
Computer Programming/Programmer	

Appendix: Career Training USA Sponsored Fields

Legal Studies
Library Science
Marketing
Marketing Research
Marketing/Marketing Management
Mass Communication/Media Studies
Materials Engineering
Mechanical Engineering
Mechanical Engineering/Mechanical Technology/
Technician
Non-Profit/Public/Organizational Management
Organic Chemistry
Personnel Administration
Photographic and Film/Video Technology/Technician
and Assistant
Photojournalism
Professional Cooking/Kitchen Assistant
Physical Sciences
Physics
Political Science and Government
Political Science and Government
Prepress/Desktop Publishing and Digital Imaging
Design
Public Administration
Public Relations
Publishing
Radio and Television
Radio and Television Broadcasting Technology/
Technician
Real Estate
Resort Management
Restaurant
Restaurant/Food Services Management
Retailing and Retail Operations
Sales
Small Business Administration/Management
Surveying Technology/Surveying
Tourism and Travel Services Management
Tourism and Travel Services Marketing Operations
Transportation and Highway Engineering
Web Page
Web/Multimedia Management and Webmaster

Appendix: Program Exclusions

According to the Department of State J-1 Visa regulations, sponsors must not:

(1) Place trainees or interns in unskilled or casual labor positions, in positions that require or involve child care or elder care, or in clinical or any other kind of work that involves patient care or contact, including any work that would require trainees or interns to provide therapy, medication, or other clinical or medical care (e.g., sports or physical therapy, psychological counseling, nursing, dentistry, veterinary medicine, social work, speech therapy, or early childhood education);

(2) Place trainees or interns in positions, occupations, or businesses that could bring the Exchange Visitor Program or the Department into notoriety or disrepute; or


(3) Engage or otherwise cooperate or contract with a Staffing/Employment Agency to recruit, screen, orient, place, evaluate, or train trainees or interns, or in any other way involve such agencies in an Exchange Visitor Program training and internship program.

(4) Designated sponsors must ensure that the duties of trainees or interns as outlined in the T/IPPs will not involve more than 20 per cent clerical work, and that all tasks assigned to trainees or interns are necessary for the completion of training and internship program assignments.

(5) Sponsors must also ensure that all “Hospitality and Tourism” training and internship programs of six months or longer contain at least three departmental or functional rotations.

(6) Place interns in the field of aviation.

Appendix: Contract

InterExchange Career Training USA Internship/Training Program Contract 		
Program Dates:		
Opportunity to Extend Program Duration? (Given performance, employer needs, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Responsibilities (Basic day-to-day duties, long-term projects, etc.):		
Compensation and/or Additional Benefits:		
Opportunity to Receive Raise (Pending Performance Review)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Housing Provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Willing to Help Candidate Find Housing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Transportation costs to and from work covered? If yes, how much?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Transportation provided to and from work? Details:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please sign and date the appropriate space below		
<p>I recognize that the purpose of this program is to enhance my skills and knowledge in my academic/occupational field. I confirm that I have read and understood the program information and agreement. I recognize that I may be subject to additional fee(s) should I cancel my placement request after the placement offer. The internship/training program with this employer is at-will and I reserve the right to quit the internship/training program at any time with or without cause but provide at least two weeks notice to this employer. I understand I must notify the sponsor if I resign.</p>		
_____ <i>Intern/Trainee Signature</i>	_____ <i>Print Name</i>	_____ <i>Date</i>
<p>I attest that the position offered to the Intern/Trainee exists solely to achieve the tailored and specific objectives outlined in the Training/Internship Placement Plan (U.S. Government Form DS-7002). The internship/training program I am offering to this participant is at-will and I reserve the right to terminate the relationship at any time with or without cause but provide the participant with two weeks notice.</p>		
_____ <i>Employer Signature</i>	_____ <i>Print Name</i>	_____ <i>Date</i>

Appendix: Recruitment Form



CAREER TRAINING USA

Internship/Training Program Recruitment Form

Organization Name:		City/State:	
Description of Location/Property:			
Field of Training:	Program Duration:	Opportunity to Extend? <input type="checkbox"/> Yes <input type="checkbox"/> No	Proposed Start Date:
Compensation and/or Additional Benefits:		Opportunity to Receive Raise (pending performance review)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is housing provided?? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what is the cost (if any)?	
Is housing onsite/offsite? <input type="checkbox"/> Onsite <input type="checkbox"/> Offsite			
Do you provide temporary housing for the intern/trainee (If you are a hospitality employer, any complimentary short term stays) upon their arrival? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, when can they move into temporary housing?	
Transportation costs to & from work covered? <input type="checkbox"/> Yes <input type="checkbox"/> No Details:		Transportation provided to & from work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position Description:			
Required/Preferred Countries of Recruitment (if any):			

161 Sixth Avenue | New York, NY 10013 | TEL: 212.924.0446 FAX: 212.924.0575 | training@interexchange.org | www.InterExchange.org

CT-EA02-0809

1

Internship/Training Program Recruitment Form

Appendix: DS-7002 Tips

Program Sponsor Name InterExchange, Inc.		Program Number P-4-	
TRAINING/INTERNSHIP PLACEMENT PLAN			
An acceptable Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (i.e. classes, individual instruction, shadowing, etc.). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of page 2 must be completed for each phase if applicable (i.e., if the trainee/intern is rotating through different departments).			
Name of Trainee/Intern (Last, First, MI)		Field of Training/Internship	
Name of Phase Intro/Culmination of Training	Start Date for this Phase _____ (mm-dd-yyyy)	End Date for this Phase _____ (mm-dd-yyyy)	Phase _____ of _____
<p>Specific Objective for This Phase</p> <ul style="list-style-type: none"> - You are required to create an individualized training plan for each intern/trainee that you recruit - Summarize the basic goal of the specific phase of training for this intern/trainee's program. Programs exceeding 6 months are required to have at least two phases. Each phase will need to be completed on a separate copy of page 2 of the DS-7002 form. -No phase may last longer than 6 months. In order to maximize your candidates' chances of receiving a visa from the Embassy/Consulate, further rotation through departments and different phases of training are highly encouraged 			
<p>Skills to be Imparted for This Phase</p> <ul style="list-style-type: none"> -List the specific skills that the candidate will obtain in this phase (software programs, management skills, professional skills relevant to your industry, etc.) -Placing interns/trainees in positions that are unskilled (casual labor) or having the intern complete clerical/administrative/unskilled tasks for more than 20 percent of their entire program is prohibited -The training plan must show progression and this phase should not be duplicated; new skills should be imparted in each phase 			
<p>Justification for On-The-Job Training</p> <ul style="list-style-type: none"> -This section is asking why on the job training is necessary for the participant -Why is hands-on experience necessary? - How will the participant benefit from this hands-on experience? 			
<p>Chronology or Syllabus of Training or Tasks Performed During This Phase</p> <p>Provide at least 3 examples of specific professionally-oriented job tasks that the intern/trainee will undertake for each phase of training. It must show progression and increased responsibility for each phase and not be a repetition of the same tasks through the entire program</p>			
<p>Method of Evaluation and the Frequency of Supervision During This Phase</p> <ul style="list-style-type: none"> - How do you supervise, evaluate, and give feedback to your employees? -Do you have periodic meetings or scheduled reviews? Include here how you plan to supervise the intern/trainee and how you will evaluate their progress. Its crucial to keep the lines of communication open in order to insure a mutually beneficial experience. 			



161 Sixth Avenue, New York, NY 10013
TEL 212.924.0446 or 1.800.287.2477
FAX 212.924.0575
www.InterExchange.org