Career Accelerator Internship Grant Program – Requirements

Eligibility

- The employer must be located in New Jersey
- The employer must identify as a for-profit corporation, non-profit organization, not-for-profit organization, or small business
- The employer must be willing to provide an educational internship experience that fosters the skills necessary to succeed in the employer's industry
- The employer must have or be willing to create a NJSTART account (this is how funds will be disbursed). Please make sure to verify your address in the NJSTART system. New employers should consider registering as an ACH vendor to avoid disbursement delays
- The employer must designate a point of contact(s) for communication and supervision
- The employer must provide an internship description for each internship type

Application Materials

- Fill out the application
- Complete the Internship Description Form

Recruiting

- Post open position(s) with Career Centers-OSHE will assist
- Connect with local Career Services offices to promote position
- Collect applications, review resumes, and conduct interviews
- Make offer to student for internship experience
- Complete Internship hiring verification form **PLEASE NOTE:** Funds will not be disbursed until this form is completed for each intern you hire

Required Reports

- Final Report (evaluation and narrative): Hosting sites will be required to evaluate each intern on an adapted version of the Career Readiness competencies identified by National Association of Colleges and Employers (NACE). A template will be posted on OSHE CAIG webpage and an invitation to the survey will be sent via email to the Internship Supervisor at each host site at the conclusion of the internship. In addition, employers will be asked to submit a narrative about the program with guiding questions.
- Expenditure Report: A template will be posted on OSHE CAIG webpage . Please keep records of all pay checks. OSHE reserves the right to request paystubs for each intern.