

# YOUTHFORCE INTERNSHIP APPLICATION OVERVIEW & FAQs

If you want to watch a video about the application instead, check out our how-to video:  
[https://youtu.be/b4\\_3ezMD9JU](https://youtu.be/b4_3ezMD9JU)

## YouthForce Internship Application Overview:

To apply for the YouthForce Internship (YFI) program, you need to complete an application before March 13 at 11:59 PM. The application is online at: [apply.youthforcenola.org/](https://apply.youthforcenola.org/).

- There are several basic questions (contact information, etc), plus a few **short answer questions** and a 2-minute **video interview**.
- As you complete a section, the progress bar at the top will fill in yellow for that section.
- If you skip a question in any section, the progress bar for that section will turn red to remind you to come back before submitting.
- Feel free to jump around to different sections, but make sure the entire progress bar is yellow before you submit the application.

## Short Answer Questions:

There are **4 short answer questions**. Read each prompt and all directions carefully. Your responses should be about **3-5 sentences** or 250-2000 characters each. After you've read the directions/ prompts and written your responses, please review them. While reviewing, make sure your answers are honest and reflect your best, most authentic self. Don't stress about writing a perfect paragraph, focus on writing answers that help us get to know you.

## Here are the four short-answer questions:

1. Explain which of the career/industry pathways are you most interested in and why you are interested in that pathway Note: you are allowed to express interest in more than one pathway. The pathways are: digital media/IT, business services, health sciences, and skilled crafts.
2. Explain why you want to be a part of the YouthForce Internship program.
3. In YFI, everyone gets an internship placement, but not everyone gets their top choice. If you didn't get one of your top choices, how would you react and what would you do to move forward?
4. Describe a time when you made a change after receiving feedback. This could be something related to school, work, or your personal life. Explain why you made the change and what you learned from the process.

## Video Interview:

You will need to record and submit a short video of yourself responding to a set of interview questions. It must be **between 30 seconds and 2 minutes** long. Please review the questions in advance and prepare your responses. You get **3 chances** to record your response. Once you're ready to record the video, you will hit 'Record' and answer all of the questions in one video. Once you've finished recording, you'll be able to rewatch the video and decide if you want to re-record. If you'd like to submit that first video, that's great! If you want to film another take, you can repeat this process up to two more times. Only one video can be submitted with your application, so be sure to select your best take before submitting!

**Here are the video interview questions:**

1. Who are you? (State your name and school)
  2. What skills, talents, and interests make you unique? Especially in a work, school, or team environment.
  3. What career, or careers, would you like to pursue?
  4. Why do you want to pursue that career? What motivates you?
  5. Why do you want to be a part of the YouthForce Internship program?
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## Frequently Asked Questions

**Click on any question below, or scroll down, to find the answer.**

1. How do I start an application for YFI?
2. Do I need to finish the entire application in one sitting?
3. I started an application already, and I want to return to it and finish it. How do I do that?
4. Can I turn in my application after the deadline?
5. I have multiple addresses. Which one should I put on the application?
6. Can I complete my application in Spanish or another language besides English?
7. I'm not sure if I've earned any credentials or if I'm enrolled in any of the courses listed on the INTEREST & EXPERIENCE section. What should I do?
8. What are you looking for when you are reviewing/scoring the applications?
9. I'm not sure how to answer the short answer questions. Any advice?
10. Why do we need to do a video?
11. I'm nervous about the video. Any advice?
12. I'm having issues with my video. What can I do?

**1.) Q: How do I start an application for YFI?**

**A:** Go to <https://apply.youthforcenola.org/> and click "New to YFI". Next, review the eligibility requirements on the page to make sure you're eligible for the program. When you're ready to start, click "Apply for YFI Summer 2024". This will prompt you to create an account. Be sure to use an email address you check often and a password you'll remember.

**2.) Q: Do I need to finish the entire application in one sitting?**

**A:** Nope! You can save your application and come back to it later. To save your application, click "Save & Continue" at the bottom of the page you're working on. Next, click on your name or email address in the top right corner, then click "Log Out" from the drop-down menu. Make sure you know your login email and password, so you can return to your application.

**3.) Q: I started an application already, and I want to finish it. How do I do that?**

**A:** Go to <https://apply.youthforcenola.org/>. Fill in the email and password you used the first time you started your application, then click "Login."

**4.) Q: Can I turn in my application after the deadline?**

**A:** No. We will only consider applications completed by the application deadline. We recommend submitting your application as early as possible to avoid any last-minute stress. Also, if you have any technical difficulties submitting your application, please email us at [internship@youthforcenola.org](mailto:internship@youthforcenola.org).

**5.) Q: I have multiple addresses. Which one should I put on the application?**

**A:** You must have an Orleans Parish to be eligible for the YFI program. If you have multiple addresses and only one is in New Orleans, use that one. If you have multiple addresses in New Orleans, pick the one where you'd like to receive mail (e.g. your acceptance letter) from us.

**6.) Q: Can I complete my application in another language besides English?**

**A:** Please do your best in English. It's helpful for us to understand how well you communicate in English, and your score won't be affected by it not being your first language.

**7.) Q: What are you looking for when you are reviewing/scoring the applications?**

**A:** Each application is reviewed by two people on the YouthForce team. When we review applications, the three most important things we're looking for are:

- Interest in careers in one or more of our region's well-paying, high-demand industry clusters (digital media/IT, health sciences, skilled crafts, and business services) or an interest in exploring various careers
- Motivation to participate in and complete the program (both training and internship)
- Openness to growth over the course of the summer!

We also give each application a score for verbal communication, based on the video interview, and written communication, based on your short answer responses. We believe thoughtful short-answer and video responses also indicate that you put effort into your application and are committed to this opportunity.

**10.) Q: Why do we need to do a video?**

**A:** The video allows us to get to know you much better than we can through written responses alone. We also believe the video is important practice for you because video interviews are becoming common in hiring processes. YFI is all about preparing you for the world of work and life after high school, and that starts with the application. Preparing your responses, answering interview questions, and practicing video interviews are great practice for the future.

**11.) Q: I'm nervous about the video. Any advice?**

**A:** Breathe! We understand that you may be nervous, and we don't expect you to be perfect. Here are some tips:

- Review the questions and jot down your answers before filming your video.
- Take some time to practice in front of the mirror, in front of your family, or with a friend.
- Once you know what you want to say (and know you can answer all the questions in 2 minutes or less), you're ready. Just hit 'Record' and start talking!
- If something happens in the background or you run out of time and get cut off, don't stress. You get 3 attempts and then you can choose your best video.
- Submitting an imperfect video is better than nothing! We give you all major points for just doing the video since we know that's the biggest sign that you want to join the internship program

**12.) Q: I'm having issues with my video. What can I do?**

- If your session expires because it takes a very long time to process a video → Refresh the page and log back in if needed, then you should be able to submit.
- If you're using a cell phone, try switching to a computer.
- If you uploaded a video and got the green 'Done!' checkmark but it won't let you click the 'Apply Now!' button → Select your video by clicking the checkbox to the left of the video you want. Then, you should be able to hit 'Apply Now!'
- If you get to the video portion, but it won't let you click to record → Try saving your progress, logging out, and logging back into your app on a different browser. The video portion works best on Google Chrome. On some devices, you may be unable to record a video using Safari.
- If you hit 'Submit' and a green banner popped up that said 'Application submitted' but you stayed on the video interview page → Please email us at [internship@youthforcenola.org](mailto:internship@youthforcenola.org) to double-check that we received your application.

***If you have questions not answered above, please email us at [internship@youthforcenola.org](mailto:internship@youthforcenola.org).***