Army Career Skills Program (CSP) Internship Vetting Packet

1. **Soldier Information:**
   a. Name: _____
   b. Rank: _____
   c. Assigned Installation: _____
   d. Is this Internship in PTDY Status? ☐ Yes ☐ No

2. **CSP Provider Information:**
   a. Company Name: Shift (www.Shift.org)
   b. Address: 660 4th St. #700, San Francisco, CA 94107
   c. Orginizational POC Name: William Tyndall
   d. Phone Number & Email: william@shift.org

3. **Requested Internship Dates:**

Start Date: _____ End Date: _____ Total Days: _____

ETS or Retirement Date: _____

4. **Packet must also include:**

_____Signed Soldier Participation Memorandum

_____Approved DA31 Leave Form

_____Signed Employer Internship Agreement Form

_____Signed Soldier Memo on Housing Location (PTDY participants only)

_____TAP form DA 2648 showing completion or reservation for course completion prior to program attendance.

5. **Overview of Company and CSP:** (background/job areas)

Shift facilitates immersive 3-month work experiences at partner companies to develop valuable skills and prepare for successful post-military careers. Our Talent Development team is led by experienced career coaches from industry and higher education who work individually with each Shift Military Fellow throughout the interview/matching and fellowship process.

Shift talent developers help Military Fellows tell their story and guide them through a process of clarifying skills, interests, and values — all to determine the best match for a successful fellowship. Talent Development helps each fellow achieve successful outcomes through resume development, interview preparation, networking strategies, and offer negotiation.

Depending on the company that a fellow is paired with, the following training topics will be covered: Business Operations, Project Management, Program Management, Logistics and Supply Chain Management, Sales & Sales Management, Marketing & Social Media Strategy, Data Analysis, Analytics & Business Intelligence, Recruiting, HR and People Operations, Financial Analysis, Customer Success, Account Management & Client Services, Software Engineering & Data Architecture, Design & Product Design.

6. **Training Overview:** (Include/attach training schedule. List general training topics that will provide the knowledge, skills, and abilities needed by participant to be qualified for employment in the respective occupational area.)

30-45 days prior
1:1 coaching to discuss interests, skills, and motivators
Professional resume review and LinkedIn profile development
Interview preparation and support
Coursework and training modules to prepare for specific career pathways and gain industry knowledge

Week 1
Company specific on-boarding, including tailored modules for transitioning servicemembers provided by Shift
1:1 coaching: integrating into new team and work environment, relationship with supervisor

Months 1-2
1:1 coaching: progress towards skill development, unblocking challenges, internal and external networking

Months 2-3
1:1 coaching: fellowship assessment, offer management, developing and executing full-time job search strategy if necessary
Professional Development & Social Events
Monthly Shift events with industry leaders and veterans in the community provide additional opportunities for fellows to develop a strong professional network

7. **Purpose/Outcome:** (Soldier's goals, guaranteed interview, job placement, salary, etc.)

If Fellows experience a great mutual fit with a company, at the end of their fellowship, they will likely be offered employment with the company. If a Military Fellow doesn't receive a full time offer from their host company, we work to find meaningful employment within our partner company network. Over 85% of our Military Fellows have a full-time employment offer before they separate from the military.

This section reserved for installation review/vetting.

8. CSP Regional Coordinator: _____

Phone Number: _____

Email: _____

Comments: (highlights of discussion and/or site visit with internship provider):

Soldier Rank and Name is approved for CSP participation by Commander/Approval Authority.

Date:_____

This training concurs to DOL (W&H Division) Internship guidelines:
1. Is similar to training which would be given in an educational environment
2. Is for the benefit of the intern
3. Does not displace regular employees & works under close supervision of staff
4. No immediate advantage is derived by the Employer from an interns activities
5. The intern is not necessarily entitled to a job at the conclusion of the internship
6. The employer and the intern understand that the intern is not entitled to wages