

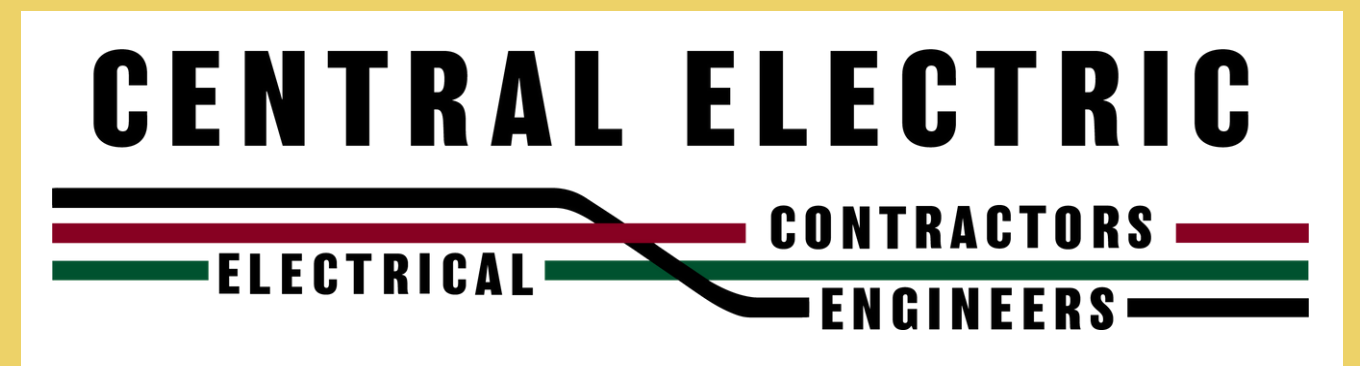
# CENTRAL ELECTRIC

CONTRACTORS  
ELECTRICAL ENGINEERS

## ELECTRICAL INTERNSHIPS







**We are a 2nd generation family-owned business—focused on growing people through lasting relationships. This extends from owners, to general contractors, trade partners, vendors and suppliers. We specialize in “A Family Tradition Since 1975” of building and designing unique and challenging electrical projects/ solutions. How we do it? Through our core values... grounded in foundation of faith, responsibility, do what's right, work together, be accountable and unselfish.**

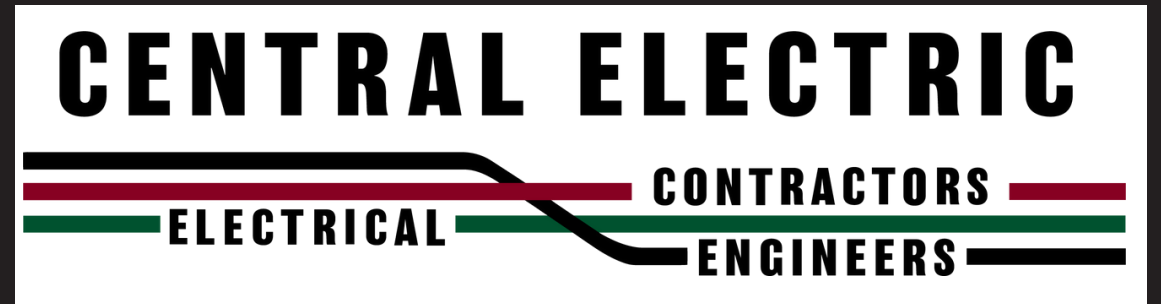
**We are determined and excited to continue to provide a viable and thriving workforce for our community. A "traditional college path" is not for every graduate and we want to offer interns an opportunity to experience the electrical trade for a rewarding career in our field.**

**After successful completion of internship, a final assessment and meeting is conducted with the possibility of an employment offer. Upon acceptance, the new apprentice will register with IEC Apprenticeship School. This 4 year program provides a well rounded curriculum of electrical requirements. These classes, plus "On the Job Training" and State Exam prep courses will assist the apprentices in obtaining their JM Electrician license. In addition, apprentices have the opportunity to continue their education and obtain an Associates degree with only a few additional college courses. AND they can go opt to continue and pursue a Bachelor's degree. We have resources to help our apprentices achieve their academic goals!**

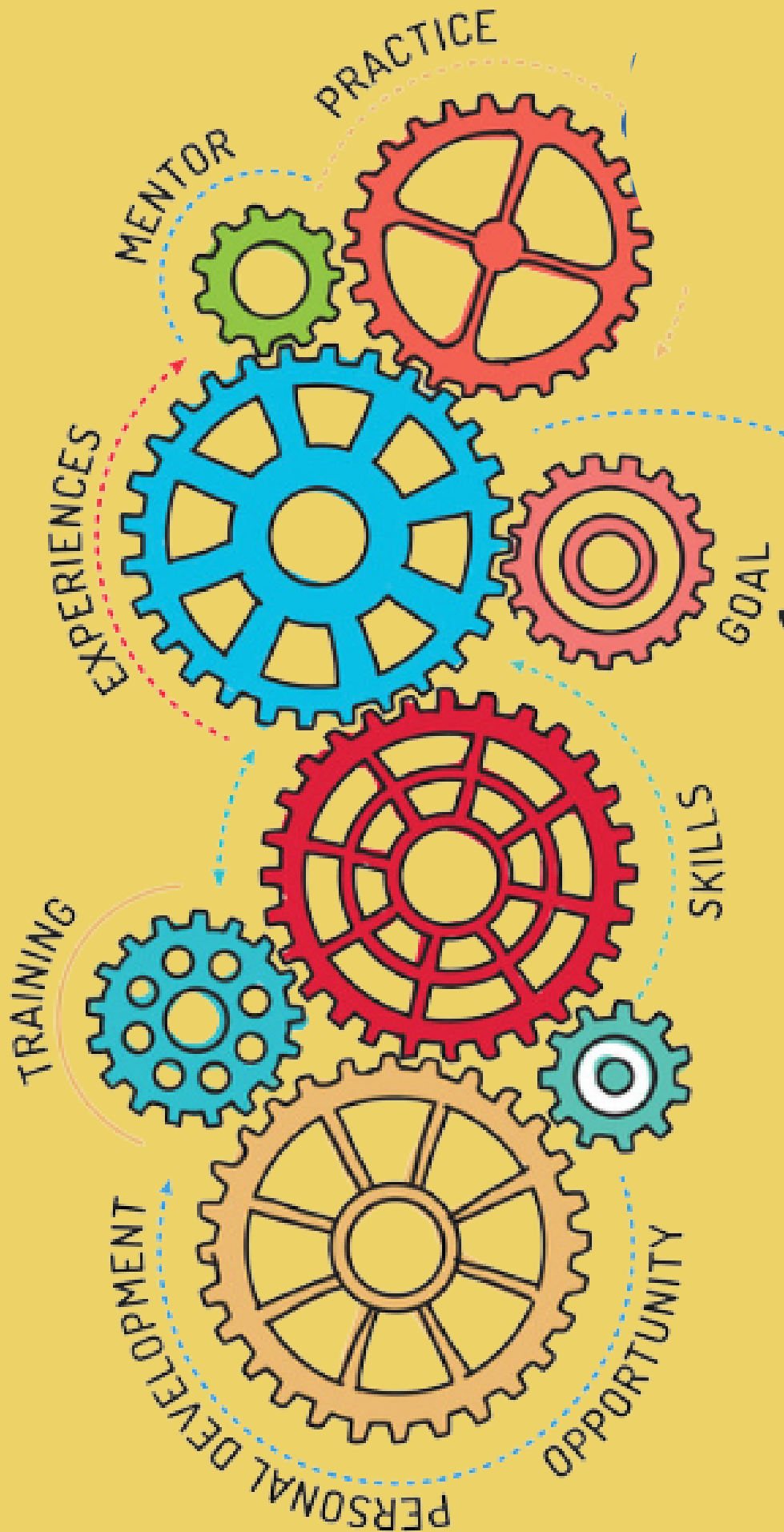
***A Family Tradition  
Since 1975***

# Why Hire Interns?

- Mentorship
- Community involvement
- New Perspective on organizational issues
- Help with projects
- Get to know students, their capabilities, interests, WORK ETHIC
- Increase productivity
- Build careers
- Develop talent pipeline
- They spread the word about our company



# How it benefits Interns...



- Opportunity to interview, develop communication skills
- On the job training
- Understanding job requirements
- Exposure to multi-generational workforce
- How to build relationships with co-workers, supervisors, Sr. Mgmt.
- Bring classroom knowledge to job & enhance/update systems
- Develop a career path
- Value of a skilled trade today and in the future
- Recognize the multiple jobs/skills needed for a company to succeed
- Enrolling and complete a 4-yr accredited apprenticeship course=Associates degree
- Understand the role of technology in our industry
- Family members approval of internship opportunities



# Reach out to...

## High Schools offering Vocational Programs focusing on Construction

*We reach out to multiple high schools across the city.*

- Consider students nearer your main office to participate in the internship program. **A majority of students do not have driver's licenses and are dependent on family/others to report to work.** We want the transition from school to job as smooth as possible.
- Identify/meet Vocational Directors (via IEC, ABC or other contacts)
- Determine if the HS Internship Program matches with your company goals and expectations





# Our Process

## Identify Schools ----->Certificate of Achievement

From identifying school partnerships thru Certificate of Achievement (completion of internship), our goal is to identify and partner with local High Schools offering the Construction Curriculum and offer 2-3 students per 1/2 year the opportunity to learn and grow with us. HS Jr students in good standing and successfully ended JR year internship with us are invited to return for their SR year!



# Potential Interns

**We rely on recommendations from the Vocational Directors & Teachers & our current HS Interns!**



Vocational Directors search for students by seeking out those interested in off campus internships.



Each school has set of qualifications for students to be eligible to participate in the program. Students complete an application for our review.



Based upon Vocational Directors & Teacher recommendations, we determine which students we will interview. We have conducted interviews on a one to one basis or panel interviews. Panel interviews are a good indication on how the student handles stress.



Growth = Success



Let the interns & parents know about your company values & what is expected from each person on the team.

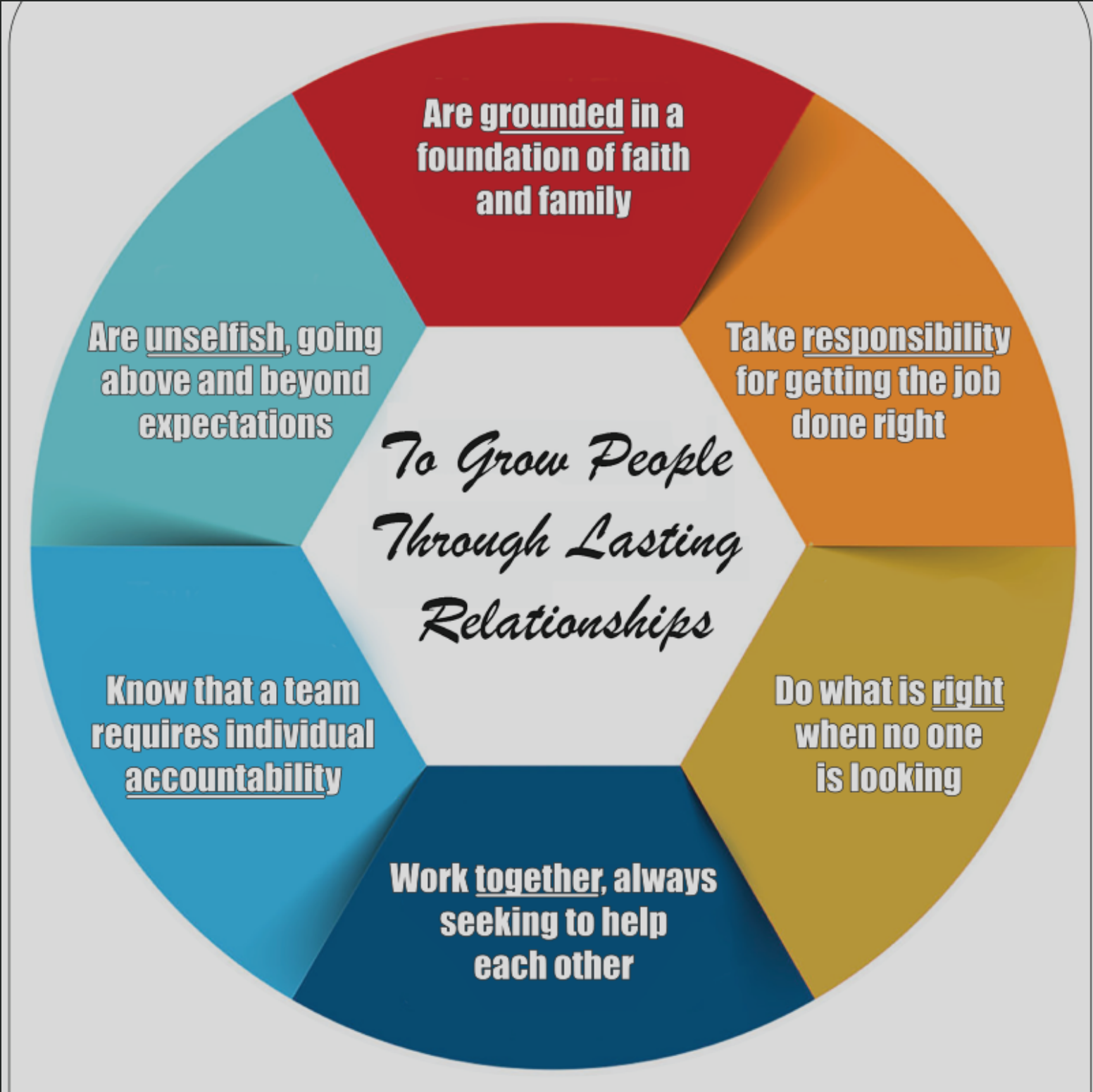
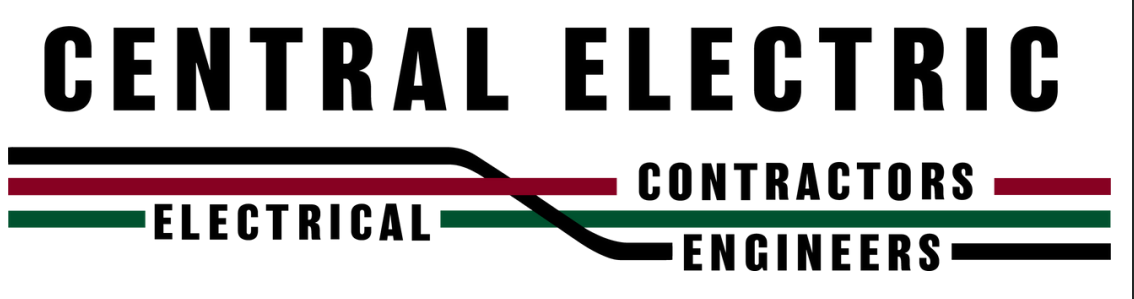
# The Ideal Intern

At Central Electric we strive to find the candidate which reflects our Core Values. This includes feedback from the HS Vocational Director, teachers and our internal interview panel. Our panel includes management from multiple departments: Human Resources, Safety, Prefabrication, Field Leadership & Finance.

Each area brings a different perspective of an ideal candidate and how their areas will contribute to the intern's growth and success.

see page for sample interview questions

## CORE VALUES





# Panel Interviews

## DETERMINE STUDENT NEEDS

- What does the student expect to accomplish while working for you?
- What are their long-term goals?

## PANELIST

- Set of questions related to each department and our core values.
- Is this the Right Person?

## SCHOOL EXPECTATIONS

- Timely evaluations and feedback.
- Student must be in good standing in all classes.





# Acceptance \*

## HS Sr/Jr accepts terms of internship

- Work with Vocational Director to determine school schedules & number of hours you will assign
- Intern applies for TDLR Apprentice License\*
- New Hire Orientation\*\* scheduled with Human Resources

\*Instructions to apply for TDLR license on page 12

\*\*New Hire Orientation includes review of policies, Safety training, our history and more!





STEP

BY

STEP



*Participate in HS Career Day/ Job fairs. We include current interns to be a part of the process. Students can relate to like minded peers.*

## Signing Day



*We work closely with HS Vocational Directors to make this a special occasion for HS JR/SRs. Signing day was a mutual agreement between Central Electric & the HS student. Parents were also a part of the event. It's important for the students to have parents on board with their decision to be an intern for us.*

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ON-THE-JOB

TRAINING



*Most learning in our industry happens every day, on-the-job, working side by side with experienced and licensed electricians.*



# New Hire Orientation



## DRUG TESTING

Required for all new hires



## POLICY REVIEW

New hires meet with HR to review company policies & expectations



## THE TOUR!

Quick meet & greet and tour of office and warehouse



## SAFETY VIDEOS/TEST

Set of NH Safety videos sent via email. New hires complete test @ orientation.



## PPE/UNIFORMS

New hires receive PPE and CE shirts



## IEC REGISTRATION\*

REQUIRED UPON ACCEPTING FT EMPLOYMENT AFTER INTERNSHIP ENDS



# TDLR



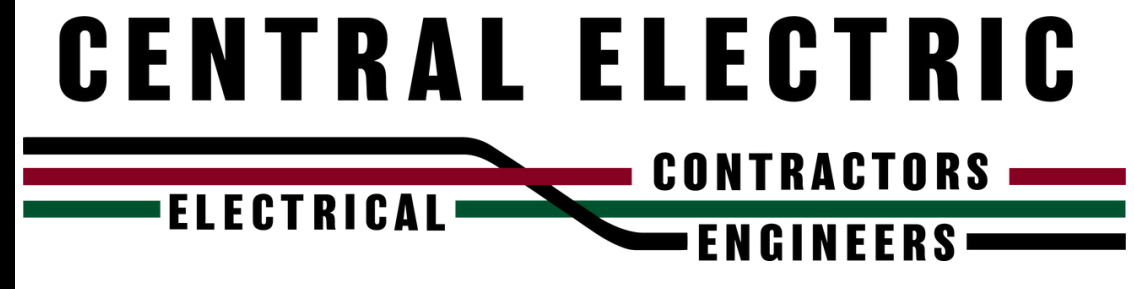
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All interns required to have an Apprentice Electrician License. Copy of card should be sent to HR upon receipt.

- ***Click on link to apply.***
- ***Choose Apply/Renew Licenses***
- ***Choose Electrician***
- ***Choose Apprentice Electrician Application (fees apply)***

**GO to:**

**<https://www.tdlr.texas.gov/>**





Our Leadership team plays an active role in our internship program. Let your interns know that all levels of your organization are invested in their success!



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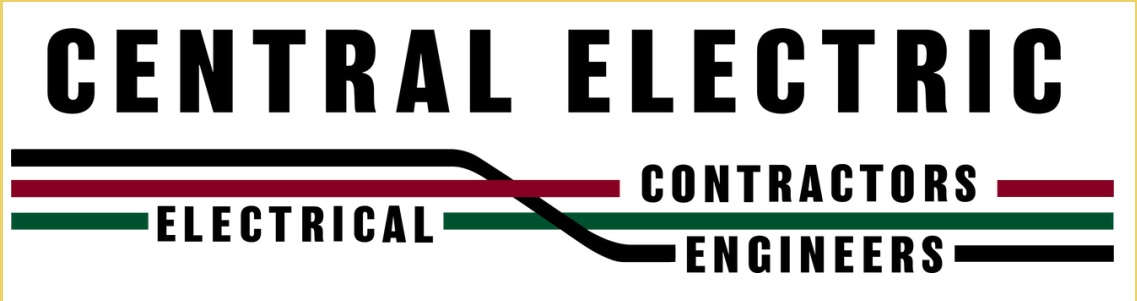


**Olga Moreno**  
HR/PR Manager  
olga@centralelectricsa.com



# Organizational Chart

Give the interns an Org chart to help them understand how your company is set up.



## LEADERSHIP

L-10 Group

Estimating

Project Managers

## DEPARTMENTS

Field Leadership  
*Superintendent*  
*Foremen*  
*Leadman*

Safety

PreFab

Warehouse

Service

Accounting

# Meet Our Safety Committee

Wally Esquivel-Safety Manager



Art Casarez, Zach Just, Ashley Cardenas, Theo Schloemer, Alvin Arias, Wally Esquivel



## Your Health & Safety is our #1 Priority!

Our committee consists of individuals across our organization: Office staff, apprentices, electricians and foremen. They meet weekly to discuss topics which benefits everyone for a safer work environment.

Interns will participate in Tool Box talks and mandatory Safety training as determined by management.

Have your Safety Committee member information handy for anyone on the team.

***Why is Safety important to you?  
Share your story with our team.***

Mandatory Safety video links will be sent via email. Testing completed @ NH Orientation meeting with HR.



# JOB SPECIFIC RESTRICTIONS



## NO DRIVING PERMITTED

Only approved drivers are allowed to operate a Central Electric truck, trailer, bucket. Whether it is in the shop yard, jobsite or off premises. Driver Safety training required & approved MVR required. See Safety Champion for details. NO EXCEPTIONS!



## NO HEAVY EQUIP

Required training must be completed with Safety Champion prior to operating any "heavy" equipment. This includes; Forklifts, scissor lifts, trenchers, backhoes, etc. NO EXCEPTIONS!



## NO HAZARDOUS MATERIALS

Industrial chemicals, Hazmat materials (can be solid, liquid, gas) can harm people & the environment. Sign up for Hazardous Material Training w/ Safety Champion. DO NOT HANDLE!



## CONSTRUCTION BARRIERS

Be aware of barriers, NO ENTRY postings, taped off areas when you arrive at a jobsite or shop. Be safe and ASK your foreman or the team of any unsafe areas or other restrictions. BE PROACTIVE & STAY SAFE!

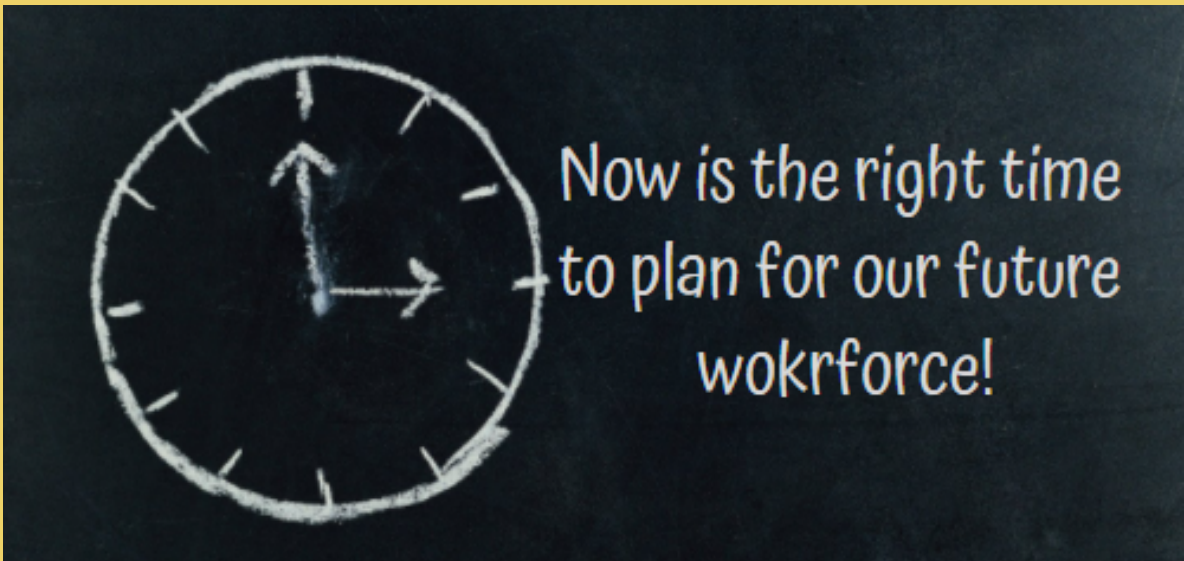


## ENERGIZED CIRCUITS

Working on energized circuits is not permitted under any circumstance. Violation of this policy may result in termination of employment. LOCKOUT/TAGOUT procedures must be followed. NO EXCEPTIONS!

**VIDEOS BY EMAIL**





# JOB ASSIGNMENTS



## FUTURE WORKFORCE

Goal is to assign interns to a mentor or department. He/she mentors by example of our core values, training, helpful tips and overall support throughout the semester. Giving interns hands on experience gives them the tools in making decisions for a career in our trade.



## PREFAB DEPARTMENT

### *Learn tools, teamwork*

The Prefab Department serves as a training platform for interns and new apprentices. Learn about basic tools, pipe bending, prefab production, Safety Toolbox talks, team building skills, dependability and more!

(Pics above are Preabricated items being sent to the field.)



# Feedback helps us & interns!

## SAMPLE SECTION--->

Determine what your company goals are for internships.  
This sample requires feedback on:  
Skills, Performance, etc.

### Warehouse/Prefab: Apprentice & Intern Evaluation

Print Last Name, First Name					
Place a ✓ in the appropriate row and column to indicate this was discussed Add comments as needed by week and category.	Week 1	Week 2	Week 3	Week 4	Week 5
DATES--->					
<b>SKILLS</b>					
Is this what you expected from the job					
Have you learned any hand tools					
Do you understand what you are building and why					
What Safety topics have you learned/what should be reinforced					
Comments:					
Comments:					
Comments:					
Comments:					
<b>PERFORMANCE</b>					
How can you improve your quality of work					
How can you improve your skills					
Do you carry your share of the workload					
Do you have the tools to perform your job					
Does your supervisor provide hands on training					
Comments:					
Comments:					



# FEEDBACK & EVALUATIONS

## SCHOOL EVAL

Manager completes a monthly external evaluation report. This information keeps the school up to date with the intern's progress, attendance, etc.



## LEADERSHIP

Manager or member of Leadership team conducts monthly evaluation. Does the intern represent our Core Values, dependability, attitude and overall growth in the department?



## FEEDBACK

The intern's feedback is as important as management feedback!

- Are they growing with us?
- Are they provided with proper tools?
- Do they have opportunity to ask questions, offer ideas?



## WHY WE DO IT

We want each intern to have a rewarding experience working as a team and in the electrical trade.

Successful completion of internship may develop into apprenticeship employment opportunities.



Putting It All Together

# Company Goal



## SUCCESSFUL PARTNERSHIP

Whether it's one or two semesters, we acknowledge our interns commitment and growth! They are great ambassadors for other students considering the electrical trade.

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## *Certificate of Achievement*

This Certificate Is Proudly Presented To

*H S Graduate*

For successful completion on Electrical Internship



# What's Next?

June

July

August

September

January

## SR HS GRADS

Management team completes final internship evaluation which determines offer of full time employment and enrollment to the apprenticeship school/program.\*

## IEC REGISTRATION

Intern accepts FT employment & enrolls with IEC. Apprenticeship school is for the purpose of instruction while training in a skilled trade for a specified period of time. In our case, 4 years, while under the supervision of a master electrician. PR deducts begin.

## KICKOFF MTG

We Kick OFF the new school year with IEC students (all levels from our team).

- What's expected this year?
- What skills have you obtained?
- Self-evaluations
- Meet IEC graduates
- Message from SR Mgmt!

## CLASSES BEGIN

September weekly classes begin.

- Remind apprentices of our Perfect Attendance and "A" avg yearly bonus!
- IEC Scholarship opportunities!

## ACCELERATED CLASSES

Our goal is to add 10 new apprentices each year and enroll in Sept. classes. If goal is not met, the additional apprentices will be hired in the fall and added to the IEC acclerated classes. (twice per week)



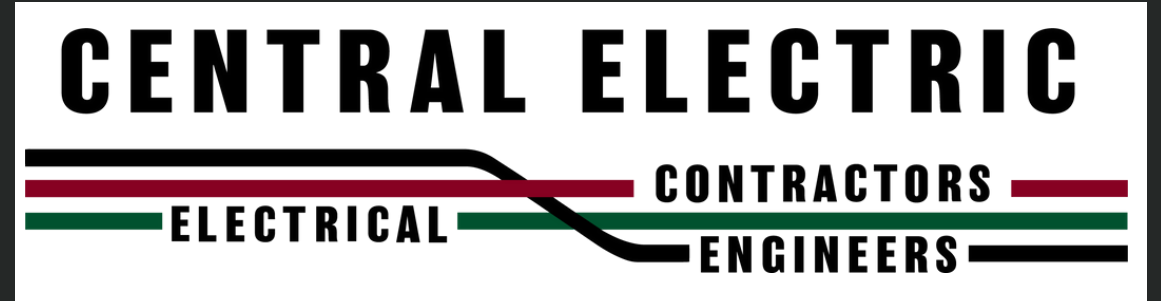
# Career Mapping

## OUR COMMITTMENT

Is to provide the best electrical training experience along side other apprentices, JM and Master Electricians. We try to ensure that our OJT is a well rounded program which corresponds with each level of school curriculum. Our goal is that the end of your 4th apprenticeship year, (and successful graduation), you are empowered with a well rounded understanding of the responsibilities of an electrician.



# Full time employment Apprenticeship: 1st-4th yr



As a part of employment, enrollment in an accredited apprenticeship program is required. Each FT apprentice will earn approx. 2000 of OJT hours (on the job training) per year. After 4 years of successful completion at each level, the apprentice graduates and prepares for the state JM Electrical license

1

Every 1000 hrs OJT moves you up a level. You will be at Lvl 1 thru Lvl 2 and @ 50%-55% of standard Electrician rates.

2

In year 2, you should move up to Lvl 3 thru Lvl 4 and @ 60%-65% of standard Electrician rates.

3

Every 1000 hrs OJT moves you up a level. You will be at Lvl 5 thru Lvl 6 and @ 70%-75% of standard Electrician rates.

4

Every 1000 hrs OJT moves you up a level. You will be at Lvl 7 thru Lvl 8 and @ 80%-85% of standard Electrician rates.

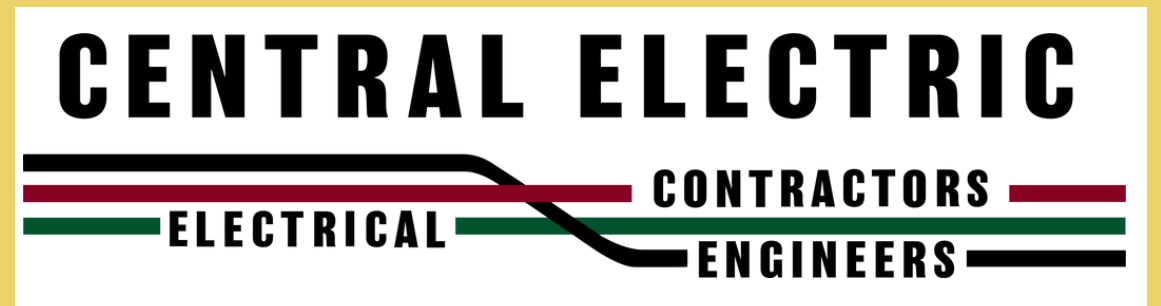


We proudly offer JM Prep courses to all 4th Year students in good standing. We compensate each student for their participation and successful completion of the prep course.



PREPARE

FOR



**HR**

### **HUMAN RESOURCES**

OJT hours are calculated and compiled for 4th Yr apprentices.

The TDLR Application for exam is included and signed by Master Electrician

**TDLR**

### **TDLR**

Each person is responsible for completing their portion of the application and mailing to TDLR with applicable fees

**PSI**

### **TESTING SITES**

Employee is notified by TDLR that application is approved, employee logs in to PSI for testing date. Testing dates should be completed within 8 wks of prep course. Now...pass the exam!



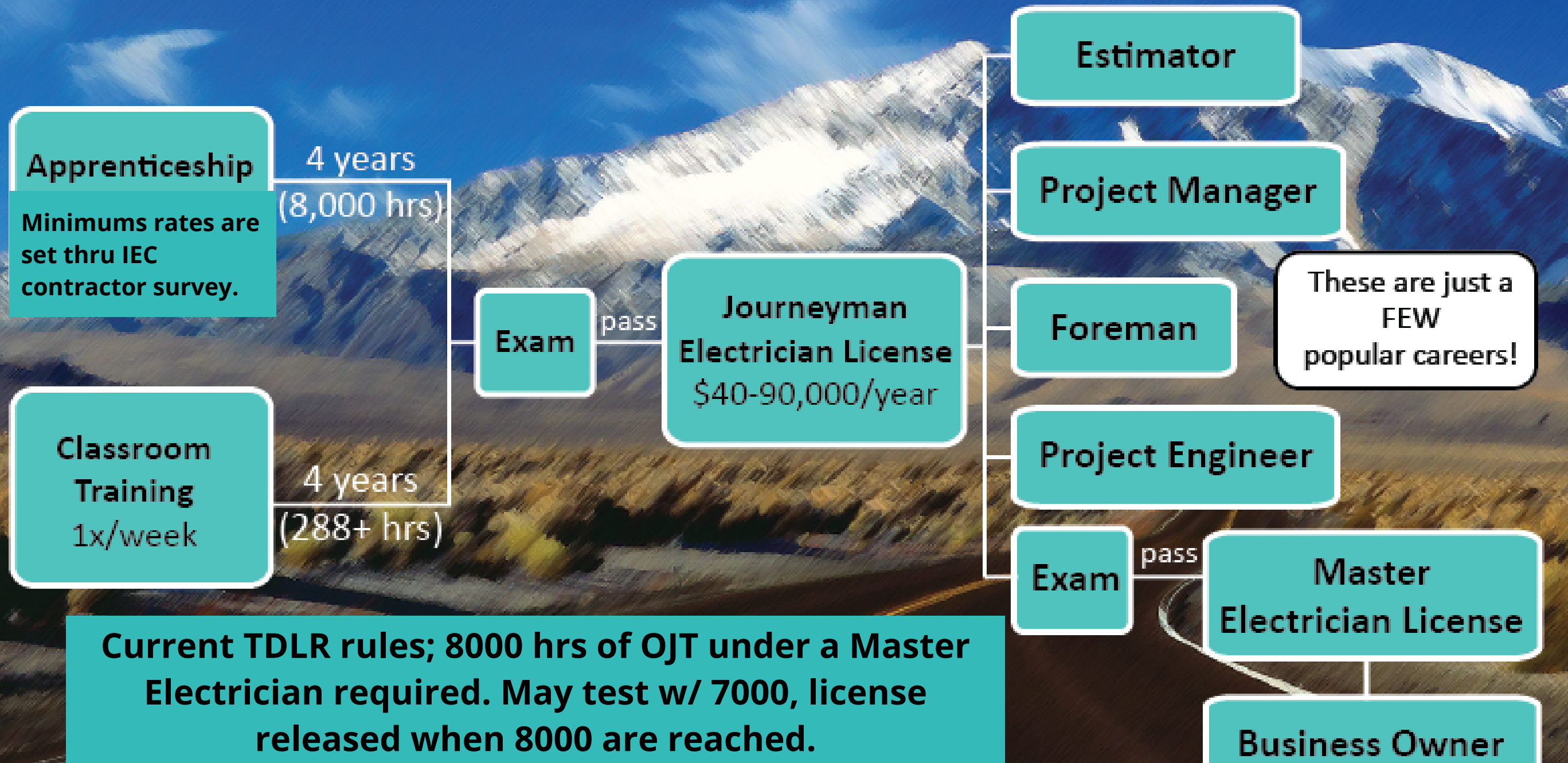


# DID YOU KNOW..

The U.S. Department of Education recently reported that skilled tradesmen are more likely to get a job than people with academic credentials. Skilled trades are less expensive than going to college and take up less time. You complete apprenticeship school with no tuition and text book debt!



## The Career Path of an Electrician



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CONGRATS

