ImBlaze Overview for Employers

ImBlaze is a platform that enables YouthForce to

- Showcase the participating employers to students in advance of intern matching
- Manage interns’ time and attendance.
  - The attendance functionality in ImBlaze also takes a snapshot of the student’s location when they check in and out of their internship.

YFI Interns will use ImBlaze daily to track hours and set goals. **Interns need to track and have hours approved to be eligible for their financial awards, to obtain school credit, and to successfully complete the program.** As a reminder, all interns need 90 internship hours to complete the internship program.

**How To Approve Your Intern’s Time:**

Approve hours – daily; email will be sent every time an intern clocks out

- All interns will be required to check in and out on their internship days. When an intern checks out, you will receive an email like the one below asking you to confirm the dates and times the intern was working.

![Email Example](image-url)

---

1. Program Policies
2. Last account activity: 0 minutes ago
3. Open in 1 other location: Details
When you click on the “Review here” link, you will be taken to a page that shows you more details about the student’s digital timesheet for the day, including their check in and out times.

You can leave comments for coaches in the any comments section. This is another way to communicate any concerns or highlights throughout the internship.

You can decide if interns can see you comments by clicking the ‘share you comments with interns box’.

It’s imperative that we capture accurate attendance data to ensure fidelity and accountability with our internship program.

In the top right hand corner, you can see the total amount of hours an intern has worked to date.

If there are any discrepancies, alert both the intern and the intern’s coach. The coach can manually edit intern hours and re-submit to you for approval.

Video instructions can also be found at: https://drive.google.com/file/d/1rSQEuK3ScLKc92Kb7Tf99RQk4Y-dHq4v/view
Please note: Interns should check in and out for breaks. **Federal law requires that any employee under the age of 18 MUST take an unpaid 30 minute break if they work more than five consecutive hours.** Students must log those breaks into ImBlaze. Please help us to ensure that we are in compliance with this by double checking that the intern entered a break if they worked over five hours.

**Q: How can I best support and mentor my intern around time and attendance and goal setting?**

**A:** We strongly encourage you to set a schedule for the duration of the internship with your intern on day one. This is an opportunity to reinforce some of the concepts the students learn in YouthForce training, such as planning for success and digital calendaring. Once set, *stick to the schedule*. We find being consistent with the schedule increases the likelihood that the student will complete their 90 hours. Check-in regularly with interns on attendance, daily goals, and accomplishments; you can also help develop interns by holding them accountable to the schedule that you set on day one. In addition, the Goals and Accomplishments sections of the ImBlaze app provide an opportunity for the interns to share their goals with you and to track their accomplishments.

- This is a great way to help empower youth by seeing their goals and commitments throughout their time with you
- If anything is off track, this provides the space to have a conversation about expectations
- Employers can see the intern’s submitted goals and accomplishments of the day - these can be a great starting point for your weekly check-in meetings!
- Video instructions can be found at [https://youtu.be/wj71vO1kuYg](https://youtu.be/wj71vO1kuYg)

**Q: I am not receiving emails from ImBlaze for my intern’s time. What’s wrong?**

**A:** Check your Spam folder to see if the emails are in there. If so, mark ImBlaze emails as safe/trusted. You may need to do this a few times before your email server learns to send these emails to your inbox. If the emails are not in your Spam folder, contact our team or ask your intern to check in their ImBlaze app to make sure your email address is spelled correctly. Please note: we use the email identified in the Work Plan survey. Please double check that the right person and email are listed!

**Q: I am receiving time log emails for a student who is not my intern. What should I do?**

**A:** Please forward the email to us at [internship@youthforcenola.org](mailto:internship@youthforcenola.org) and let us know. We can update the supervisor listed for that student and ensure the digital timesheets are redirected to the correct person.

Thank you again for your time and help with internships this summer. Feel free to email any questions or concerns to [internship@youthforcenola.org](mailto:internship@youthforcenola.org)