

CATERPILLAR®



Student Trainee Handbook

Caterpillar Student Trainee Program

Eligibility Requirements:

- Full Time student currently enrolled as a junior or senior in high school or a community college freshman or sophomore.
- Must be 16 years of age prior to their start date
- Must have a cumulative 2.8 GPA on a 4.0 scale as reflected on official transcript.
- Must meet Caterpillar's criteria regarding specific job fields (Accounting, Clerical, Information Technology or Engineering).
- Must be legally authorized to work in the United States.

Program Guidelines:

The Student Trainee Program has opportunities for students in several fields: Accounting, Clerical, Engineering and Information Technology. Assignments are made on the basis of the student's interest, course of study and availability of openings.

The types of positions open to student trainees are:

- Accounting- Basic Accounting, Basic Accounts Receivable, Basic Bank Reconciliation.
- Clerical- Proficient in Typing & Computer Software Knowledge, Data Entry, Filing, Answer Phones, Schedule Meetings, Distribute Mail, Operate Copy Machine, Maintain Office Supplies, etc.
- Technical-Engineering- CAD, Engineering, Manufacturing, Logistics, Electronics, PRO-E
- Technical-IT- Personal Computer Support, Web Site Maintenance, Rework Computer Hardware, Basic Electric Experience in Lab, HTML, Install Computer Hardware/Software

Sessions for 2017-2018 School Year:

- Summer Only: Runs for 10 weeks from June 5, 2017 until August 4, 2017
- Year-Round: Runs from June 5, 2017 until May 25, 2018

Students will begin their work assignments the day following orientation and work 40 hours per week during the summer months (12 weeks). Year-round student trainees are required to work 15-20 hours per week during the school year when Caterpillar offices are operating. The hours are flexible with the student's school schedule.

Student responsibilities during session:

- Students are expected to show up to work on time each day and work their designated hours.
- Students are only paid for the hours that they work.
- Each student will receive an evaluation. Summer only students will have their evaluation prior to the last day of their summer session. Students who are working year round will be evaluated in December and again prior to their last day.
- Students who are currently in high school will be given a letter grade from their supervisor that is then reported to their high school. Community College students do not receive a letter grade.
- Students are paid bi-weekly and are required to submit their time in Kronos every 2 weeks. This must be done in a timely manner so the supervisor has time to approve the time card prior to the student being paid.
- If a student is sick or not able to work, they must call their immediate supervisor and let them know. Students are not paid for sick days.

Supervisor responsibilities during session:

Supervisors have the greatest impact upon the quality of the student's work/study experiences. Therefore, the effectiveness with which a supervisor carries out her/his responsibilities are critical to the success of the company's overall Student Trainee Program. It's important to set a good example. The supervisor's responsibilities are as follows:

- Complete student trainee request forms by the deadline.
- Design work assignments that are meaningful, challenging and provide the student with an opportunity to learn. Student Trainees are not part-time/full-time employees, but rather high school and community college students. This opportunity should be considered an extension of the classroom.
- Be considerate of the student's lack of experience and provide adequate training with frequent follow-up.
- Assist current student trainee with re-application form.
- Complete workstation checklist.
- Complete onboarding checklist.
- Contact trainee prior to orientation to answer any questions or concerns they may have (how to dress, where to park, work schedule, etc.).
- Obtain badge and necessary parking stickers.
- Communicate dress code, attendance, time keeping, etc. to trainee.
- Approve trainee's time card.
- Complete required evaluations for trainee.
- Provide the Student Trainee Program Administrator with quarterly grades for those students who are still in high school. (Program Administrator will send email reminders to the supervisors requesting this information).
- Resolve issues and answer questions for trainee (involving HR and administrator, if necessary).
- Collect monthly reports and forward to coordinator and administrator if needed (student should send report to all three).

Recruiting for New Students:

January 2017

- Application process begins
- Toolkit articles are sent out to inform supervisors how to request a student trainee.
- Emails are sent to current supervisor and past supervisors about requesting a trainee.

March 2017

- All student trainee request forms are due from supervisors. (**This is critical as the selection process is beginning**).
- All applications are reviewed by the administrator.
- Schools and students are notified about interviews (there will typically be 2 - 3 students interviewed for each request received).

April 2017

- Interviews are conducted.
- Schools and students are notified of who is being accepted into the program.
- Selected students will complete the drug screening and background screening

May 2017

- Data entry is completed for each new trainee and the People Soft number and student information is sent to each supervisor.
- Orientation information is sent to each trainee.

June 2017

- Orientation is held for all new trainees on the first Monday in June. (Some trainees will start late if they are replacing a current trainee that is staying until August).

August 4, 2017

- Last day for Summer Only trainees.

May 25, 2018

- Last day for Year Round trainees.

Process for Current Students:

January 2017

- Re-application forms are sent to current student trainees and their supervisors.
 - If a current trainee is still eligible and would like to remain in the program for another session, they must complete the re-application form and it must be signed by their supervisor.

April 2017

- Continuing students who ask to move to a new work assignment will receive notification about whether or not they will be able to move to a new assignment.
 - If a current trainee asks to move to a new assignment and they do not receive a new assignment, they will exit at the end of the current session.
 - Current trainees will interview along with new candidates for positions if they choose to leave their current work station. There is not a guarantee to be placed.

May 2017

- Exit meetings are conducted for students who are leaving the program.

June 2017

- Continuing students who have moved to the next grade level will receive an increase in pay.
 - The administrator will process the PCF to increase their pay. The effective date will be the first Monday in June.
- Trainees who are moving to a new work assignment will move the first Monday in June.

Student Trainee GPA Policy

The Student Trainee Program has a minimum GPA standard of 2.8/4.0. The intent of the program is to allow the students to gain valuable work experience in their area of interest while attending high school or junior college. As the student's education should take top priority, the following guidelines have been established to ensure that the student is meeting or exceeding the standard.

1. The Student Trainee Program Administrator will request the students' GPA every semester. The administrator will retain a copy of this information in the pre-employment folder, and will remain CONFIDENTIAL in accordance with the established corporate record retention policies.
2. The student is responsible for providing this information by the date requested. If the appropriate documents cannot be provided by the date requested, the student must provide the reason and the date that the documents will be available.

3. If the student's GPA is at or above the minimum requirement, no action is required.
4. If the student's GPA is below the minimum requirement, every attempt will be made to work with a student's own circumstances, including, but not limited to the following:
 - a. If the student has fallen below the minimum standard or cannot provide a GPA due to a medical absence, the student must provide proof that they are enrolled for the following semester. The student will have one semester to bring their GPA up to the minimum standard.
 - b. If the student has fallen below the minimum standard due to poor grades, they will be given one semester to bring their GPA up to the minimum standard, pending that the student is in "good standing" at their workstation (favorable reviews, no pending action plans).
 - c. If the student is not in good standing at their workstation and falls below the minimum GPA standard, it will be at the business unit's discretion whether the student is retained or released from the program.