

# Caterpillar Student Trainee Program

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**1. What are the minimum requirements for the Student Trainee Program?**

- Must have a cumulative 2.8 GPA on a 4.0 scale as reflected on official transcript.
- Must be 16 years of age.
- Full Time student and currently enrolled as a junior or senior in high school or a community college freshman or sophomore.
- High School seniors must be participating in a co-op program through their respective high school.
- 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.

**2. What is the application process for the Student Trainee Program?**

- Students must apply online at <http://www.caterpillar.com/careers>
- The application period begins in January and concludes in March.

**3. What types of positions are available within the Student Trainee Program?**

- 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. (openings for clerical student trainees can be in any business unit. HR, Communications, engineering, logistics, IT, marketing, accounting, finance, 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.

- Digital/Analytics - Objected Oriented and Application Development Programming, Data Analysis, Data Visualization, Software Engineering and Architecture, Web Site Development and Maintenance
- 4. Are undergraduate and graduate students attending 4-year universities eligible for the Student Trainee Program?**
- Students attending 4-year universities are not eligible to participate in the Student Trainee Program, Caterpillar does have a Corporate Intern Program. Please visit <http://www.caterpillar.com/careers> for more information and to apply for the Corporate Intern program.
- 5. What are the dates for the program?**
- Session dates run concurrent with the school calendar.
  - The first work day in most cases will be the first Monday in June, when selected students will attend a full day orientation. At that time, they will fill out employment papers, review program requirements, Caterpillar policies, as well as complete Prohibited Harassment training.
  - 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.
- 6. What is the selection process for the program?**
- The number of interviews scheduled will depend on the number of openings each year. Interviews are given to students based on GPA, required skills for each position and location preference of the student.
  - Final selections are based on the interview results, skills of the student and location preference of the student.
  - Once selection is completed, notification will be sent to the schools and students by email. We will also inform the schools of any students not placed in the program.
  - Selected student will need to complete a drug screening (all students) and background screening (students over 18).
- 7. What should be worn for the interview?**
- Business casual attire is appropriate for an interview.
    - Men: Dress shirt and with dress slacks.
    - Women: Dress shirt with skirt or dress slacks
- 8. How long will it take to hear back from Caterpillar?**
- Depending on the number of applicants, students should hear back regarding placement into the program by mid-May.
- 9. Does Caterpillar provide transportation to and from the workstation?**
- Transportation to and from the job will be the obligation of the student.

**10. What are the student's job responsibilities?**

- Work assignment information (job description) will be provided with the student's orientation information.
- Supervisors will provide a letter grade every 9 weeks for their student and this information will be reported to the school (High School students only).
- Supervisors will also complete evaluations. A final review will be given at the end of the trainee session.

**11. Are students eligible for benefits?**

- Student Trainees are not eligible for full-time employee benefits.

**12. What payroll are student trainees on?**

- Student Trainees are on the salaried payroll and are paid bi-weekly. Students utilize the Kronos system to input their hours.

**13. What is the dress code for work as a student trainee?**

- The dress attire is business casual. Each business unit has their own dress code and supervisors will address with students.