



EDUCATIONAL
FOUNDATION

COMMERCIAL PROPERTY MANAGEMENT INTERNSHIP PROGRAM

COMMERCIAL PROPERTY MANAGEMENT INTERNSHIP OVERVIEW

WHO ARE WE?

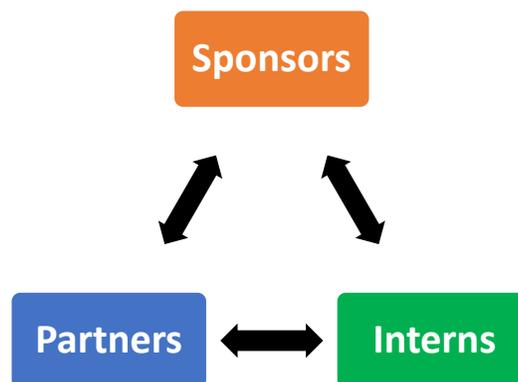
The AOBA Educational Foundation (AEF), a 501(c)(3) non-profit organization, was created to address the talent crisis in the commercial real estate industry by focusing on the critical need to promote careers in building operations, engineering, and maintenance. For years, commercial property managers have been challenged to recruit, hire, and retain the next generation of building operations employees. In response to this pressing need, the AEF was formed as a vehicle to create a comprehensive, regional solution to what many refer to as “the engineering talent crisis.”

WHAT CAREERS DO WE SUPPORT?

Our primary mission is focused on introducing interns to careers in commercial building operations (in office, industrial, retail, and mixed-use buildings). We are also taking steps to provide services that support building operations careers in residential property management, commercial janitorial services, and the skilled trades (HVAC, electrical, and plumbing).

THE INTERNSHIP PROGRAM

Based upon extensive interviews with industry leaders and hiring managers, the Foundation determined that a well-designed, closely-supervised internship program represents one of the best methods to increase the talent pool for commercial building operations and maintenance staff. AEF’s internship program involves the coordination between and collaboration with three distinctly different groups:





Internship Sponsors

By hosting one or more interns, commercial property management companies (and, to a lesser extent, residential property managers, commercial janitorial contractors, and skilled trades companies) participate in the internship program as “sponsors.”

Internship Partners

Identifying a reliable “pipeline” of highly qualified candidates who are interested in pursuing careers in the skilled trades is central to the internship initiative. As a result, the Foundation partners with several educational providers, workforce development programs, and other resources to help us meet potential interns. We call these entities “partners.”

Interns

Interns are selected to participate in the internship program after completing a competitive selection process. Once admitted, interns enter a cohort that will remain together for the duration of the 12-week internship program.

THE DETAILS

- Interns are hired directly by the sponsor company at an hourly wage of \$15.
- The internship program runs for 12 weeks (from early June until late August).
- Our program is unique in that it combines classroom-based learning with the application of new skills – in a “real world” environment and under the supervision of an experienced tradesperson. The internship program has been specifically designed to improve student performance across the three domains of learning – cognitive (knowledge), psychomotor (skills), and affective (attitude or self).
 - Four days per week, interns receive significant on-the-job training – working side-by-side with experienced building operations employees.
 - One day per week, all interns gather together at a central location for day-long, classroom-based training sessions.
- In order to successfully complete the internship program, the intern must:
 - Remain employed by the employer for the 12-week duration of the program and earn satisfactory performance evaluations throughout the program
 - Attend all 12 weekly education sessions
 - Satisfactorily complete all evaluations associated with the program
 - Be recommended by the employer and AEF



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PLEASE NOTE: *The goal is for all interns to be hired as entry-level employees immediately after completing the internship program – ideally with the sponsor company that supported their internship. However, please understand that it is impossible for the AOBA Educational Foundation to “guarantee” employment at the end of the program.*

SCREENING

All internship candidates will complete a comprehensive screening program prior to being accepted into the program. Screening may include:

- On-line application
- Initial phone screening
- In-person interview
- Aptitude (basic math and English skills) and cognitive ability tests
- Work simulation tests to evaluate basic tool and troubleshooting skills
- Other screening as determined by the AOBA Educational Foundation or the employer

PLEASE NOTE: *The employer will likely require additional screening as a condition of employment. For example, most will require a pre-employment background check and a drug screen.*

SUPPORT SERVICES

The AOBA Educational Foundation provides limited support services to help our interns achieve success. Our team includes a Workforce Development Manager who provides the following support services before, during, and after the internship program:

- **During the Internship Selection Process**
 - Resume-writing assistance
 - Interview preparation training
- **Pre-Internship**
 - Basic tool training for interns who are lacking tool skills
 - Basic pre-internship training for interns who need additional support to ready them for the internship program
- **During the Internship**
 - Weekly, cohort-based classroom training to improve their knowledge of building systems as well as “soft skills” training in customer service, workplace expectations, and job readiness
 - Weekly performance evaluations by the intern’s supervisor



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- Weekly check-ins by the Workforce Development Manager to ensure the internship is going well for the intern and his/her supervisor
 - Resume-writing assistance
 - Interview preparation training
 - Job search assistance
- **After the Internship**
 - Resume-writing assistance
 - Interview preparation training
 - Job search assistance

HOW MUCH DOES IT COST?

The internship program covers the cost of all training materials, textbooks, and notebooks. There is no cost to the intern.

GETTING HIRED

The ultimate outcome of our internship program is to secure full time employment for all the interns who complete the program. Through careful screening of internship candidates, careful performance monitoring during the internship program, and the support services detailed above, we will do everything possible to ensure the interns successfully complete the program at the end of 12 weeks.

However, in many ways, intern success is predicated upon the intern's own individual performance. Interns who are terminated by their employer or who fail to master the cognitive, psychomotor, and/or affective learning objectives of the program – and thus do not complete the internship program – are ineligible for our job placement services at the end of the program.

Ideally, each intern who completes the program will be hired by his or her internship sponsor as a full-time employee at the end of the internship.

In those cases where the internship sponsor does not offer a full-time job to "its" intern, our Workforce Development Manager will work to connect interns who complete the program (and who have satisfactory recommendations from their internship sponsors) to other potential employers.

DO YOU HAVE QUESTIONS?

For more information, please contact us at info@aobafoundation.org.