

Caterpillar Career Pathways

Preparing students for long term career success at Caterpillar in manufacturing trades



Program Overview:

The 12-month Caterpillar Career Pathways program is designed to provide high school seniors with an opportunity to build their work skills in preparation for a long-term manufacturing trades career at Caterpillar. Selected students will participate in a multi-phase program that includes both technical and non-technical skills needed for full-time employment in the welding & manufacturing trades field upon high school graduation.

Through classroom and hands-on learning, participants will become proficient in various welding & manufacturing techniques while receiving high school credit and earning a paid hourly wage from Caterpillar as follows:

Phase I: Summer internship

Phase II: Fall Semester Co-Op - For High School Credit

Phase III: Spring Semester Co-Op - For High School Credit

Students will earn \$11.50 per hour for welding positions and \$10.60 per hour for manufacturing trades roles during each phase of the program. Upon successful completion of the all three program phases, students will be invited to apply for a full-time position at Caterpillar.



Application Criteria:

Student Application Criteria are as follows:

- Senior status and on track to graduate in May 2021
- 2.25 Cumulative GPA or higher
- Proven school attendance record with less than seven absences total per school semester
- One Formal letter of recommendation from High School leadership team (e.g. teacher, guidance counselor, principal, etc.)

Note: See Letter of Recommendations guidelines for required content.

Phase I High Level Overview – Summer Internship

Technical Skills High Level Structure:

- Week 1: Comprehensive On-boarding Process
- Weeks 2-7: Caterpillar Weld School/ Manufacturing Trades Rotations
- Weeks 8: On the Job Training/ Mentoring
- Graduation Ceremony: July 31, 2020

Non-Technical Skills – Summer Internship

- Teamwork, Financial Foundations, and Community Service (Part 1)

Phase II and III High Level Overview – Fall/ Spring High School Co-Op for Credit

Technical Skills High Level Structure:

- On the job Welding/ Manufacturing Trades in assigned role (1/2 days in afternoons))

Non-Technical Skills – Fall Co-Op

- Workforce Preparation (e.g. Interviewing skills, resume development, etc.), Effective Communication and Community Service (Part 2)

The program will be executed as a cohort team which will remain together for one full year. Each student will be provided a mentor to support his/ her success in the program. The program will be led by two experienced Caterpillar leaders to ensure students have guidance & support as needed.



Program Policies & Procedures

The following policies will govern implementation of the Caterpillar Career Pathways program.

Qualifications

- Students must be a senior in High School, on track to graduate, maintain a cumulative 2.25 GPA or higher and meet attendance requirements to be eligible for Caterpillar's 12-month Career Pathways program. In addition, one formal letter of recommendation is required to be considered for program entry.
- Upon selection into the program, students will be required to successfully pass a pre-employment drug screen administered per Caterpillar policy/procedures.

Student Supervision

- Supervision of students will be jointly managed by Caterpillar's program managers and local High School Co-Op program supervisors via bi-weekly collaboration meetings.
- Meetings will address student performance, attendance, reliability, promptness, attitude, teamwork, etc.

High School Credit Eligibility

- Students must successfully complete the Caterpillar Career Pathways summer internship to be eligible for the fall/ spring co-op for credit.
- Students will earn high school credit hours, as deemed by their High School, for each successfully completed semester during the fall/ spring co-op.

Student Compensation

- Students selected for the program will be paid an hourly wage of \$11.50 per hour welding roles and \$10.60 per hour for manufacturing trades roles for both summer internship and fall/ spring co-op participation.
- Students will be paid bi-weekly via direct deposit into his/ her bank account.

Work Hours

Work Dates & Hours for each program phase are as follows:

Summer 2020 Internship:

- June 4, 2020 to July 31, 2020
7:00 am – 3:00 pm Monday through Friday

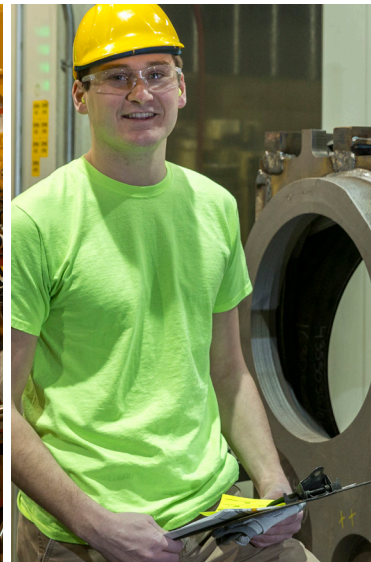
Fall 2020 High School Co-Op for Credit:

- August 24, 2020 to December 11, 2020
Noon to 5:00 pm Monday through Friday

Spring 2021 High School Co-Op for Credit

- January 11, 2021 to May 12, 2021
- Noon to 5:00pm Monday through Friday
- Program Graduation Ceremony: May 12, 2021

Note: Please note attendance exceptions for full days off in the attendance section in this guide.



Professional Behavior Policy

- Appropriate and professional behavior is expected at school and at all Caterpillar facilities.
- Students are obligated to follow their High School Student Code of Conduct and Parent Handbook, including the Internet and Technology Use Policy while at Caterpillar.
- Students are required to adhere to ALL Caterpillar site rules, regulations, and policies.
- Students failing to conduct themselves in an appropriate manner will be suspended or removed from the Caterpillar Career Pathways program.

Attendance/ Absentee Policy

- Students are required to report to their position at Caterpillar Monday through Friday. A weekly timesheet must be filled out, signed by the Caterpillar program leader and turned into the High School Co-Op Supervisor on a weekly basis.
- Punctuality is expected. Students are expected to be ready for work (in their designated work area) promptly at 7:00am at Caterpillar's Decatur facility during their summer internship and at noon during fall/ spring co-ops.
- In the event of an absence, students must email the Caterpillar program manager with copy to their High School Co-Op Supervisor at least thirty minutes before the start of their shift.
- Students are not required to report to work at Caterpillar on full days their High School is not in session. If students desire to work on full days off from school, they should request to work by discussing with their Caterpillar work supervisor.
- Students are required to report to work at Caterpillar on High School half days off.
- Failure to follow procedures related to promptness and absence will result in the removal from the program.
- Students will receive high school credit after successful completion after each total semester. Partial credit will not be awarded for incomplete semesters.

Required Documents for Employment

Upon selection into the program, students will be required to submit several formal documents required for employment. Applicants are encouraged to review the list of required documents available in the brochure appendix.

Please note: Several documents must be presented on the first day of employment. Some documents may take time to procure so students are encouraged to plan accordingly.

Dress Code

Production floor dress attire should be appropriate for the work environment. Recommended attire includes jeans or khaki pants and t-shirts in addition to required Personal Protective Equipment (PPE). Caterpillar will provide the following Personal Protective Equipment to the students at no charge:

- One pair metatarsal safety boots
- Bump Cap/ Hard Hat
- Hearing Protection
- Safety Glasses
- Gloves
- Welding Attire/ Safety Equipment

Employee safety is extremely important to Caterpillar. Our vision is to be recognized as a leader in our industry for creating and maintaining an accident- and injury-free workplace. The safety of our people is primary in everything we do, and we believe that continually improving our safety practices, processes and performance supports the business excellence for which Caterpillar people worldwide are known.

