



VIRGINIA
**TALENT +
OPPORTUNITY
PARTNERSHIP**

STAFFING AGENCY SERVICES

The Virginia Talent + Opportunity Partnership (V-TOP) is committed to expanding the number of paid and credit-bearing internships and work-based learning opportunities throughout Virginia.

One way V-TOP is supporting employers is with their recruitment and hiring needs. To accomplish this, V-TOP has partnered with the staffing agency iQuasar to help connect employers with students across the Commonwealth.



The staffing agency (iQuasar) will assist eligible small to mid-size Virginia (for-profit and non-profit) businesses with fewer than 250 employees with the following services:

- Develop job descriptions to help employers recruit talent
- Market and advertise internship opportunities
- Source potential candidates using advanced methods
- Screen candidates to determine the next step in the recruitment process
- Plan final interviews in coordination with employers
- Onboard candidate(s)

Find more information at virginiatop.org.



Small businesses in the state may qualify for the matching funds program: a 50% match of an intern's wage, including FICA, and a 50% match of additional workplace subsidies, such as housing, transportation, clothing, etc.



EMPLOYER ELIGIBILITY REQUIREMENTS TO ACCESS STAFFING AGENCY SERVICES

STEP 1

- Employers must be registered with the Virginia State Corporation Commission to do business in the Commonwealth.
- Employers must be in business for a minimum of three years unless participating in a formal, competitive, start-up mentoring program.
- They must employ 250 or fewer employees for general services with the staffing agency and/or employ 150 or fewer employees for matching funds consideration.

STEP 2

- Employers must agree to the terms specified by V-TOP and iQuasar, the designated staffing agency for the statewide program.
- Employers must participate in a prescreening process through iQuasar to determine eligibility for services.



Commonwealth of Virginia

STEP 3

Employers must complete four of the eight, free, online, self-paced V-TOP modules that offer best practices for developing an internship program. Modules 2,3,6 & 7 are required. Click here for the modules: [Developing an Internship Program](#).

STEP 4

- Employers must hire for a "net new" internship slot and set an hourly wage, no less than minimum wage.
- Employers must complete a post-internship survey and respond to a one-year follow-up survey.



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STUDENT(S) ELIGIBILITY REQUIREMENTS



Students must meet the following general requirements:

Students must meet a minimum cumulative GPA of 2.0 for the program. However, employers can require an internal GPA standard.



Students must meet ONE of the following program requirements:

- Be enrolled in an undergraduate or graduate college program.
- Be a recent college graduate within 6-12 months of post-secondary graduation.



Students must meet ONE of the following current enrollment requirements:

- Part-time or full-time students at a Virginia public institution or private Tuition Assistance Grant Program (VTAG) participating institution, resident or non-resident of Virginia.
- Part-time or full-time at an out-of-state institution, if the student graduated from a VA high school and is still a resident of Virginia.

Note: After being accepted for an internship, students become employees of iQuasar staffing agency while carrying out their duties for the host (recruiting) company.



MATCHING FUNDS PROGRAM

Small businesses in Virginia may qualify for the matching funds program.

- Employers must be registered with the Virginia State Corporation Commission, be in business for a minimum of three years unless participating in a formal, competitive, start-up mentoring program and employ 150 or fewer employees for matching funds consideration.
- The Matching Funds Program provides a 50% match of an intern's wage, including FICA, and a 50% match of additional workplace subsidies, such as housing, transportation, clothing, etc., up to the limits listed in the chart below.
- The program will provide a match for up to four interns annually for three academic terms or 12 consecutive months per eligible employer.
- The program offers a maximum one-year limit per eligible employer of \$35,000 and a match lifetime limit of \$100,000.
- Employers must inform the staffing agency, iQuasar, of the proposed total package amount before the on-site internship activities begin.
- Interns become employees of iQuasar staffing agency while carrying out their duties for the host (recruiting) company. All intellectual property belongs to the hosting employer.
- The employer may incur a finder's fee of 12% if they hire a student as a full-time employee.

Expense	Maximum Match Amount Per Intern Per Year
Wages + FICA	\$12,000
Housing	\$5,000
Transportation	\$1,500
Food allowance	\$3,000
Clothing/uniform	\$500 (one-time only per eligible student)

Note: To qualify for matching funds support, employers must meet the requirements of the Matching Funds Program.