## 

Young Adults Work Experience

**Supervisor -- Worksite Monitoring Visit**

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| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Worksite: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Worksite Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| # of Employees: \_\_\_\_\_\_\_\_\_ | Worksite Supervisor #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Career Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Career Office Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Review Item** | **Yes** | **No** | **Comments/Action Required/Follow up** |
| Have you reviewed the young adult(s) assigned duties and/or responsibilities? |  |  |  |
| How often are the young adult(s) supervised? |  |  |  |
| Do you review timesheets; sign in/out? How often? |  |  |  |
| Are assigned employees taking required lunch breaks? |  |  |  |
| Do you have any issues and/or concerns? If so, how were they addressed? |  |  |  |
| Please list any highlights you have seen in any of the young adult(s) during their employment. |  |  |  |
| Do you have a copy of the Intern(s)’ Profile assigned to your worksite? |  |  |  |
| Do you have a copy of the Supervisor Handbook? |  |  |  |
| Do you have a copy of the Worksite Agreement? |  |  |  |

Notes/Comments:



Young Adults Work Experience

**Worksite – Work Based Learning Intern**

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| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Worksite: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Worksite Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| TWIST #: \_\_\_\_\_\_\_\_\_ | WBL EC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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Work Experience Week: \_\_\_\_\_ (i.e. 1,2,3,4,5 or 6) Name of Intern\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Review Item** | **Yes** | **No** | **N/A** | **Comments/Action Required/Follow up** |
| Do you have any concerns? (documents, clocking in/out, youth acknowledgment form &/or payroll system)  Needs: work support, childcare  Atmosphere at worksite |  |  |  |  |
| **Week 1** | | | | |
| Congratulated employee on new employment. |  |  |  |  |
| Customer trained on electronic time tracking system and utilizes username and password given by WBL. |  |  |  |  |
| Inquired about any concerns. |  |  |  |  |
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| **Week 2** | | | | |
| Asked client if site was sufficient and met expectations as discussed prior to placement. |  |  |  |  |
| Acknowledged time must be submitted daily or there will be a delay in payroll until following pay cycle (two weeks). |  |  |  |  |
| Revisit conversation about direct deposit. |  |  |  |  |

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| **Week 3** | | | | |
| Spoke with supervisor about employee’s performance. |  |  |  |  |
| Inquired about employee’s punctuality. |  |  |  |  |
| Informed employer of OJT as future option. |  |  |  |  |
| Acknowledged time must be submitted daily or payroll will be delayed until following pay cycle (two weeks). |  |  |  |  |
| Informed employer about 3rd week employment (midpoint for normal). |  |  |  |  |
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| **Week 4** | | | | |
| Observed individual during activity (if possible). |  |  |  |  |
| Acknowledged time must be submitted daily or payroll will be delayed until following pay cycle (two weeks). |  |  |  |  |
| Referred to career office resources and job lead information. |  |  |  |  |
| Informed employee of remaining hours. |  |  |  |  |
| Informed employer about midpoint in employment. |  |  |  |  |
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| **Week 5** | | | | |
| Observed individual during activity (if possible). |  |  |  |  |
| Acknowledged time must be submitted daily or payroll will be delayed until following pay cycle (two weeks). |  |  |  |  |
| Informed employer and employee about remaining hours. |  |  |  |  |
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| **Week 6** | | | | |
| Encouraged employee to speak with EC at nearest Workforce Solutions office. |  |  |  |  |
| Discussed updating resume to reflect newly acquired employment skills. |  |  |  |  |
| Acknowledged time must be submitted daily or payroll will be delayed until following pay cycle (two weeks). |  |  |  |  |

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| **Week 7** | | | | |
| Encouraged employee to speak with EC at nearest Workforce Solutions office. |  |  |  |  |
| Discussed updating resume to reflect newly acquired employment skills. |  |  |  |  |
| Acknowledged time must be submitted daily or payroll will be delayed until following pay cycle (two weeks). |  |  |  |  |
| Ensured employee has contact information for Site Coordinator for future reference. |  |  |  |  |
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| **Week 8** | | | | |
| Encouraged employee to speak with EC at nearest Workforce Solutions office. |  |  |  |  |
| Discussed updating resume to reflect newly acquired employment skills. |  |  |  |  |
| Acknowledged time must be submitted daily or payroll will be delayed until following pay cycle (two weeks). |  |  |  |  |
| Ensured employee has contact information for Site Coordinator for future reference. |  |  |  |  |
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| **Week 9** | | | | |
| Encouraged employee to speak with EC at nearest Workforce Solutions office. |  |  |  |  |
| Discussed updating resume to reflect newly acquired employment skills. |  |  |  |  |
| Acknowledged time must be submitted daily or payroll will be delayed until following pay cycle (two weeks). |  |  |  |  |
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| **Week 10** | | | | |
| Encouraged employee to speak with EC at nearest Workforce Solutions office. |  |  |  |  |
| Discussed updating resume to reflect newly acquired employment skills. |  |  |  |  |
| Acknowledged time must be submitted daily or payroll will be delayed until following pay cycle (two weeks). |  |  |  |  |

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| **Week 11** | | | | |
| Encouraged employee to speak with EC at nearest Workforce Solutions office. |  |  |  |  |
| Discussed updating resume to reflect newly acquired employment skills. |  |  |  |  |
| Acknowledged time must be submitted daily or payroll will be delayed until following pay cycle (two weeks). |  |  |  |  |
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| **Week 12** | | | | |
| Encouraged employee to speak with EC at nearest Workforce Solutions office. |  |  |  |  |
| Discussed updating resume to reflect newly acquired employment skills. |  |  |  |  |
| Acknowledged time must be submitted daily or payroll will be delayed until following pay cycle (two weeks). |  |  |  |  |
| Ensured employee has contact information for Site Coordinator for future reference. |  |  |  |  |
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| **Week 13** | | | | |
| Encouraged employee to speak with EC at nearest Workforce Solutions office. |  |  |  |  |
| Discussed updating resume to reflect newly acquired employment skills. |  |  |  |  |
| Acknowledged time must be submitted daily or payroll will be delayed until following pay cycle (two weeks). |  |  |  |  |
| Ensured employee has contact information for Site Coordinator for future reference. |  |  |  |  |
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| **Week 14** | | | | |
| Encouraged employee to speak with EC at nearest Workforce Solutions office. |  |  |  |  |
| Discussed updating resume to reflect newly acquired employment skills. |  |  |  |  |
| Acknowledged time must be submitted daily or payroll will be delayed until following pay cycle (two weeks). |  |  |  |  |
| Ensured employee has contact information for Site Coordinator for future reference. |  |  |  |  |
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| **Week 15: Next Steps** | | | | |
| Conducted exit interview with employee (deliver Program Exit Letter). |  |  |  |  |
| Asked for feedback from employee about program. |  |  |  |  |
| Acknowledged time must be submitted daily or payroll will be delayed until following pay cycle (two weeks). |  |  |  |  |
| Asked for feedback from employer about program. |  |  |  |  |
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| \* If customer did not complete program, please document explanation in comment box of the week employee exited program. |  |  |  |  |
| **Document all notes in TWIST** |  |  |  |  |
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| Are you having any problem(s) with your assigned worksite, supervisor, etc.? If yes, please explain. |  |  |  |  |
| Are you having any difficulty getting to your assigned worksite on time? |  |  |  |  |
| Do you think your work experience will be useful in the future? |  |  |  |  |