



Youth@Work Program Worksite Expectations Review



Employer of Record (Agency) Name:				In Person WEX Assignment Virtual WEX Assignment			
Worksite Name:							
Worksite Information							
Worksite Address:			Worksite Supervisor:			Telephone Number	
Start Date:			# of Authorized Work Hours/Week:			To report absence or tardiness call:	
End Date:							
Safety and Emergency Evacuation protocols discussed on:							
Work Experience Information							
Youth Job Title:				Duties:			
Work Schedule:	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Start Time							
End Time							
Applicable to Remote Worksites Only: Remote worksite supervisor agrees to establish a regular, ongoing daily check-in procedure with the youth participant. Remote worksite supervisor also agrees to remain in available to the youth throughout their regularly scheduled shift.							
I have reviewed all the information within this Worksite Expectations Review Form and agree and adhere with the work schedule noted above. I also have received a copy of the Worksite Supervisors Manual including the ADA Checklist during the orientation.							
Worksite Supervisors Printed Name:							
Worksite Supervisor Signature:						Date:	



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Youth Information			
Name:		Date of Birth:	
Age:	If youth is under the age of 18, a valid work permit must be on file.	Phone:	Email:
I have reviewed all the information within this Worksite Expectations Review form and understand the activities in which I will participate in as part of my involvement in the Youth@Work Work Experience Activities. I understand my work duties and the number of authorized work hours.			
Participant Signature:			Date:
If under 18, Participant's Parent/Guardian Printed Name:			
Participant's Parent/Guardian Relationship:			
Participant's Parent/Guardian Signature:			Date:
Agency Staff Printed Name:			
Agency Staff Signature:			Date: