

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
YOUTH WORK EXPERIENCE PROGRAM
WORK EXPERIENCE SITE SUPERVISOR FACT SHEET**

- Participants are assigned to work experience sites in order to gain workplace readiness skills and learn about the world of work.
- Participants are to be adequately supervised by the Worksite Supervisor at all times.
- Participants are to complete the Hampton Roads Workforce Council Work Experience Timesheet every 2 weeks. This is to be certified correct by the Worksite Supervisor and then approved by the Youth Program Contractor.
- Worksite supervisors are to complete the Participant Work Experience Evaluation at the end of every month and either email or fax it to the Youth Program Contractor.
- Any participant issues should be communicated by the Worksite Supervisor directly to the Youth Program Contractor.

I attest that I understand of the aforementioned facts:

Worksite Supervisor Signature

Date

Print Name/ Title

Worksite Organization

Worksite

Note: This completed form is to be maintained by the Youth Program Contractor in the Worksite Agreement File.