



Towards Employment

YOUNG ADULT WORK EXPERIENCE TRAINING PROGRAM FOR AGES 18–24

Gain real-world experience!



What is TE's Work Experience Training Program?

Work experiences are an effective component of programming, which allows participants to gain experience in their career field while also earning a living stipend at the same time. Many young adults do not have the financial resources to sustain an unpaid training, so paid work experience opportunities to earn while learning help by providing a financial incentive until they gain full-time employment.

The objective of the work experience is to provide planned, structured learning and work activity that takes place in a workplace setting. The work experience can also provide on-the-job training opportunity that will allow young adults to familiarize themselves with a specific industry and role.

How it Works:

- Young adults will be paid a wage of \$15.00 per hour up to 30 hours per week. Work experiences are typically 3-4 weeks.
- Young adults will complete a weekly timesheet that tracks the hours of work/training and a weekly evaluation that will cover basic workplace skills and training.
- This timesheet and evaluation are to be signed by the site supervisor and will be reviewed with the young adult's career coach.

TE will:

- Provide job readiness training for young adults to prepare them for a work experience internship.
- Identify, screen and recommend young adults to fill work experience internships.
- Provide weekly onsite job coaching and other supportive services to ensure success in the program
- Pay the wages and benefits to participants while engaged in the work experience.

Contact us today!

Contact Sam Awad, Program Manager, RiSE-BJA

at **(216) 297-4454** or **sawad@towardsemployment.org**

TE Career Pathways Will:

- Provide job readiness training for participants to meet employer's staffing needs to prepare them for four week work experience positions
- Identify, screen and recommend participants who have completed job readiness training to fill work experience positions
- Provide weekly onsite job coaching and other supportive services to participants on work experience to ensure that participants are succeeding in the work environment
- When a position is vacated due to a participant securing permanent employment or completion of their work experience, we will work to fill the slot within ten business days
- Meet regularly with the identified site coordinator/supervisor to ensure that expectations of the participants are being met
- Provide time sheets and performance evaluation forms to site coordinator/supervisor and collected completed ones on a weekly basis

Employer Will:

- Provide a site coordinator/supervisor to conduct on-the-job-training and supervise work experience participants
- Inform Career Coach within two business days of any performance concerns that arise
- Approve time sheets and prepare performance evaluations and submit them to the Career Coach on a weekly basis
- Hire the participant into the open position if they meet all agreed upon criteria and successfully complete the work experience. It is understood that the participant may be hired prior to the completion of four weeks work experience.
- Employer to complete, sign a Memorandum of Understanding with a completed W-9 form

Compensation:

- Towards Employment will provide a work stipend/subsidy to work experience participants weekly
- Work experience participants will work 30 hours/week and will receive a stipend equivalent to \$15 per hour.