



## Youth Work Experience

Your local WorkOne office is looking to place youth from your community into an employment experience. This experience is at **NO-COST** to you as an employer.

### Benefits to Local Youth

The benefits to youth participating in the WorkOne employment experience are numerous. Youth will gain important soft skills for today's workplace. Skills such as:

- Time management
- Organization
- Initiative
- Dependability
- Teamwork and MORE!

### Benefits to YOU, the employer

As an employer in today's economy, you often find many prospective employees with little past or current work experience. Through the WorkOne youth work experience program, we can provide you with young employee(s) seeking the skills and knowledge you can offer them to make them marketable in today's economy.

### Schedule

Youth in the WorkOne employment/experience program may work up to a 40 hour work week with a total of 320 accumulated work hours. Youth are certainly able to work part-time weekly hours so long as the total of 320 accumulate hours is kept in mind.

Additionally, during this training time, youth may attend weekly WorkOne workshops to continue to improve their skills. Workshops will cover the following topics:

- Job Search
- Resume Clinic
- Interviewing Workshop
- Career Exploration
- Job Exploration Indiana Career Connect
- Career Exploration Indiana Career Explorer



The remainder of the work week is at your discretion as an employer. It is the hope of the WorkOne employment/experience program that youth(s)/young adult(s) are exposed to many roles and responsibilities throughout the course of the Youth WEX.

## Roles of an Employer

Although the WorkOne *Youth Work Experience program* is a *program* we ask that you train and treat youth participants as you would treat other employees and keep the following roles in mind:

- Provide a safe and appropriate working environment which complies with all federal and state affirmative action and equal employment opportunities.
- Familiarize the youth participant with the company's structure and procedures. Help your youth participant feel a part of your organization.
- Adhere to all applicable sexual harassment laws, policies and procedures.
- Ensure proper scheduling of the youth participant. Youth CANNOT work over 40 hours per week.
- Provide meaningful and challenging assignment for the youth participant closely related to their career interests and goals.
- Plan for effective supervision by designating an individual to act as the youth participant's supervisor or mentor. This person should be able to provide them with guidance and instruction and assist them in achieving their learning objectives.
- Encourage open lines of communication, offering consistent constructive feedback on the youth participant's performance.
- Assist the WorkOne Youth Career Advisor (YCA) in evaluating the youth's work performance.
- Allow for on-site visits by the youth's WorkOne Youth Career Advisor (YCA).
- Contribute to the youth participant's professional development by including them in staff meetings, organizational activities and offering networking opportunities (when appropriate).
- Communicate any problems or concerns to the participant's WorkOne Youth Career Advisor (YCA).

**\*\*If this sounds of any interest to you, please contact:**

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