

Work Experience Monitoring Checklist for Program Operators

Participant Name:

Is the participant on a Tier 1 WEX? Yes 🞏 or Tier 2 WEX? Yes 🞏

Work Experience Site #1:

Start date: End date:

Work Experience Site #2:

Start date: End date:

Work Experience Site: #3:

Start date: End date:

*Prior to the WEX starting:*

1. Has the Activity Code and case note been entered for the Industry Tour? Yes 🞏 No 🞏
2. Has the Activity Code and case note been entered for the Job Shadow? Yes 🞏 No 🞏
3. Has the thank you note to the employer been uploaded? Yes 🞏 No 🞏
4. Has the short summary statement from the participant been uploaded on how the job shadow helped determine readiness for a Tier 1 placement? Yes 🞏 No 🞏

*This summary should be directly from the participant without assistance from*

*the Career Advisor. This helps the Career Advisor determine the “work readiness”*

*level of the participant.*

*Preparing for the WEX:*

1. Is the Work Site Agreement completed, signed, and uploaded? Yes 🞏 No 🞏

*The Work Site Agreement must be signed prior to the participant starting*

*their work experience (WEX). The end date on the front page cannot extend*

*past June 30. Corporate agencies: please ensure that the individual has the*

*authority to sign a legally binding document on behalf the ‘corporation’.*

*Most do not, it has to be done at corporate level. Local Area Staff (Business*

*Services) can assist you with making these contacts and assist with agreement negotiations.*

*If something changes; the modification page must be completed, signed,*

*and uploaded into NCWorks.*

1. Is the Work Plan Packet completed, signed, and uploaded? Yes 🞏 No 🞏
	1. Work Plan? Yes 🞏 No 🞏
	2. Employer Job Description? Yes 🞏 No 🞏
	3. Prevailing Wage Form (using Employer Job Description)? Yes 🞏 No 🞏
	4. If ONET job description is used, did the Local Area calculate Prevailing Wage? Yes 🞏 No 🞏

Did you include Prevailing Wage Form he emailed to you? Yes 🞏 No 🞏

*Once you have a Work Site Agreement in place and your participant is a*

*match for the worksite, you will then need to develop the Work Plan with the*

*assistance of the employer. Please pay special attention to the Prevailing*

*Wage Policy when completing the Work Plan. If the employer would like*

*an official job description, Business Services staff can assist them. Dates on*

*the Work Plan should match the Assignment Dates on the Work Site*

*Agreement*

1. Does the assigned worksite(s) match their career goal? Yes 🞏 No 🞏

*Has the participant taken Traitify? Does the career show up in the Top 10?*

1. Did you upload the Traitify results to NCWorks to verify career match(es)? Yes 🞏 No 🞏
2. Is the appropriate Activity Code added with correct start and end dates that match the Worksite Agreement and Work Plan? Yes 🞏 No 🞏

*Start and end dates should match the dates on the Worksite Agreement*

*Assignment Page and the Work Plan*

*Case Management of the WEX:*

1. If applicable, has the mid-point evaluation been completed and uploaded? Yes 🞏 No 🞏
2. If applicable, has the final evaluation been completed and uploaded? Yes 🞏 No 🞏
3. Are all the timesheets uploaded? Yes 🞏 No 🞏

Have they been signed by all parties (participant, supervisor and staff)? Yes 🞏 No 🞏

Were all signatures obtained on or after the last day of work for the timesheet period? Yes 🞏 No 🞏

Have you verified all the hours are correct? Yes 🞏 No 🞏

Did you verify that we did not pay for any holidays, etc.? Yes 🞏 No 🞏

1. Did you record the employer service(s)? Yes 🞏 No 🞏
2. Max hours for this assignment

Hours completed to-date for this assignment

Total Program hours completed (to-date)

Total Program Hours remaining (to-date)

*Max on Tier 1 is 320 and total program hours are 720*

1. If you are closing out a Tier 1 WEX to transition to Tier 2, does the participant have their HSD or GED? Yes 🞏 No 🞏
2. Did WEX lead to a full-time job if on a Tier 2 worksite? Yes 🞏 No 🞏
	1. If no, and it was an employer issue, have you informed the Board? Yes 🞏 No 🞏

*\*\* Nothing should be uploaded unless it is complete, containing all required forms and all required signatures \*\**