



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:

- 5) 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.

- 6) Is the Work Plan Packet completed, signed, and uploaded? Yes No
- a. Work Plan? Yes No
 - b. Employer Job Description? Yes No
 - c. Prevailing Wage Form (using Employer Job Description)? Yes No
 - d. 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

- 7) 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?

- 8) Did you upload the Traitify results to NCWorks to verify career match(es)? Yes No
- 9) 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:

- 10) If applicable, has the mid-point evaluation been completed and uploaded? Yes No
- 11) If applicable, has the final evaluation been completed and uploaded? Yes No

12) 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

13) Did you record the employer service(s)? Yes No

14) 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

15) If you are closing out a Tier 1 WEX to transition to Tier 2, does the participant have their HSD or GED? Yes No

16) Did WEX lead to a full-time job if on a Tier 2 worksite? Yes No

a. 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 ***