



WORK EXPERIENCE PROGRAM EXPECTATIONS

Business Responsibilities

Orientation

Provide an overview of your organization and expectations for the candidate.

Supervision

Assure that the intern's work activities are directed and supervised in accordance with their Training Plan, which CareerSource Capital Region will create in partnership with you.

Assignments

Assign meaningful tasks to develop the intern's skills and knowledge, to include job-shadowing and performing specific tasks within your organization.

Health & Safety

Provide a safe and sanitary work environment.

Feedback

Complete a biweekly assessment of the intern.

CareerSource Capital Region Responsibilities

Orientation

Provide an orientation to the worksite supervisor who will be directly responsible for overseeing the intern.

Wages, Insurance, and Other

CareerSource Capital Region will cover all wages, workers' compensation insurance, general liability insurance, and any costs associated with background and/or drug screening, if applicable.

Monitoring

Monitor activities during reasonable hours and as frequently as necessary to ensure the internship is a success for everyone involved.

Performance

Assist the worksite supervisor in resolving any performance issues to ensure a positive experience for both the worksite and intern.

More Information:

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