



Career Seekers

*a project of C.E.F.S. Economic Opportunity Corporation
sponsored by the Crossroads Workforce Investment Board*

Work Experience Activity Orientation

PURPOSE and DESCRIPTION

Work Experience is a short-term or part-time assignment with a public or private nonprofit agency for a trainee who needs assistance in becoming accustomed to basic work requirements. It is designed to promote the development of good work habits and basic work skills for individuals who have never worked or who have been out of the labor force for an extended period of time.

Members are assigned to a Work Experience Site based upon their skills, abilities and needs for training. Members are authorized to work according to the approved schedule, and are paid by C.E.F.S. for authorized hours worked. You may be scheduled for a maximum of 40 hours per week and will receive \$5.15 per hour.

SIGN-IN/SIGN-OUT SHEET and ATTENDANCE

The Sign-In/Sign-Out sheet keeps track of when you come to work and when you leave each day. It must be filled out every day in black ink. When you come to work, write down the date and the time you start to work. When you leave for lunch, write down the time, and when you come back from lunch, write down the time. Finally, at the end of the day, write down the time you finish working and sign your name for that day.

Always report to your supervisor when you come to work and also when you leave for any reason (including lunch and at the end of the day).

You will be expected to work all of your scheduled days, and to be on time. If you are sick and can't work that day or have an emergency and can't avoid being late, it's important to call your supervisor by the time you are scheduled to check in.

Your supervisor's name is _____ . Telephone _____

TIMESHEET and PAYROLL

Payroll will be on a semi-monthly basis (twice a month). The pay periods will end on the 15th and the last day of the month. A time sheet completed and signed by the member and the supervisor or alternate, is necessary for a paycheck to be issued. Unsigned timesheets, inaccurate timesheets or late timesheets may cause a delay in you being paid.

Members can work only hours authorized. The work day will be exclusive of any meal period.

Members will be paid only for time worked. There is no holiday or sick pay.

A C.E.F.S. staff member will pick up the completed timesheets the first work day following the end of the pay period.

Payroll checks will be mailed to the training site approximately twelve (12) days after the end of the pay period. You will be required to sign a receipt when you receive your check.

The C.E.F.S. Work Experience timesheet must be filled out **IN BLACK INK** in the following manner:

- The date and time-in and time-out are to be entered on the timesheet by the supervisor or alternate.
- The complete worksite name, address, and supervisor's or alternate's signature must be completed on timesheet in order for the member to be paid.

- Absenteeism and tardiness must be reflected on the timesheet by the supervisor or alternate.
- The supervisor or alternate signs the timesheet in black ink at the end of the pay period and reviews the timesheet with the member. The supervisor's or alternate's signature verifies the member's daily work time.
- The member signs the timesheet in black ink also. If a member or supervisor/alternate fails to sign the timesheet in ink the paycheck will not be issued until the next pay period after all signatures are in place.

PAYROLL SCHEDULE

A payroll schedule will be provided in advance to each work site, noting pay period dates for timesheet pickup, and the dates when checks will be mailed. C.E.F.S. will adhere to this schedule. Please allow for mail delivery when estimating when paychecks will arrive. If you have any questions concerning this schedule or problems with your timesheet or check, please contact your C.E.F.S. representative.

EVALUATION

You will be evaluated several times by your supervisor during placement in the work experience activity. This helps to measure your progress and can also help you learn about what's important on the job and show things you are especially good at (or areas where you need to improve). The evaluations become part of your **Career Seekers** records and may be helpful in providing references for future employment. When you sign the evaluation form, it doesn't mean that you agree with everything it says, it only means that you have seen the evaluation and have discussed it with your supervisor.

SAFETY ON THE JOB

Safety on the job is everyone's responsibility. Your supervisor is responsible for seeing that you have the proper skills, training, materials, supplies and equipment you need to do the job safely. It's important that you keep safety in mind at work and always wear appropriate clothing for the job, including necessary safety equipment.

Make sure that your supervisor has a telephone number to reach your closest relative in case of an emergency. In case of an accident on the job, report to your supervisor immediately for first aid or medical attention. Your supervisor will also report the accident to C.E.F.S. All on-the-job accidents, even minor ones, must be reported.

TERMINATION

Remember that membership in **Career Seekers** can be terminated if you are habitually late or absent, if you fail or refuse to perform required work, if you violate the dress code, if you display dishonest or disrespectful behavior or for other actions which show you aren't trying to do your best. Walking off the job, false timekeeping, fighting or other unacceptable behavior on the job will not be allowed. How well you do at this work experience site will make a difference in the opportunities available to you later in life. Try to make it a positive and rewarding experience!

If you have questions or comments at any time, please call your local C.E.F.S. office at (217) 342-4149 extension 227.

“The future's so bright, we gotta wear shades!”

C.E.F.S. Economic Opportunity Corporation
“Community Action Agency”
Effingham, Illinois



Career Seekers is a project of C.E.F.S. Economic Opportunity Corporation sponsored by the Crossroads Workforce Investment Board.

Career Seekers
Work Experience Orientation

The following items have been discussed.

- Purpose and Description
- Sign-In/Sign-Out Sheet and Attendance
- Timesheet and Payroll
- Payroll Schedule
- Evaluation
- Safety On-The-Job and Reporting Accidents
- Termination
- Member may begin working _____.
- Estimated end date is _____.
- Member is allowed ____ hours per week.
- Member will be paid \$5.15 per hour.
- Job Duties and Responsibilities
- Work Schedule

Contact Information:

Member Emergency Contact (Name and Phone) _____

Supervisor Work Telephone _____

C.E.F.S. Contact (Name and Phone) _____

Member Name _____ Signature _____

Date _____

Supervisor Name _____ Signature _____

Date _____

C.E.F.S. Staff Name _____ Signature _____

Date _____



Career Seekers

a project of C.E.F.S. Economic Opportunity Corporation sponsored by the Crossroads Workforce Investment Board



WORK EXPERIENCE ACTIVITY TIME AND ATTENDANCE RECORD

All timesheets must include participants's signature, social security number, and his or her supervisor's signature. Any participant who feels that there has been a mistake in his/her paycheck or is missing a paycheck must notify the local C.E.F.S. office. Thank you for your cooperation.

INSTRUCTIONS : COMPLETE IN INK! Mark outs and white-outs are not acceptable. It's important to fill out the date, time you started work, out to lunch, back in from lunch, and time work ended, in the spaces provided. There will be no pay for holidays, days off sick, or vacation. You may work no more than 8 hours per day and no more than 40 hours per week.

Month _____

CIRCLE DATE	TIME IN	TIME OUT LUNCH	TIME IN LUNCH	TIME OUT	TOTAL HOURS
01	16				
02	17				
03	18				
04	19				
05	20				
06	21				
07	22				
08	23				

CIRCLE DATE	TIME IN	TIME OUT LUNCH	TIME IN LUNCH	TIME OUT	TOTAL HOURS
09	24				
10	25				
11	26				
12	27				
13	28				
14	29				
15	30				
	31				

MEMBER INFORMATION

Name _____

SSN _____

WORKSITE INFORMATION

Name _____

Address _____

Town _____

Telephone _____

Member Signature _____

Supervisor Signature _____

For C.E.F.S. Office Use Only

Hours _____ Rate _____

Gross _____ MOYR _____

2311 Hoffman Dr, Effingham, 62401
(217) 342-4149 ex 227

C.E.F.S. Staff Signature _____



Career Seekers

*a project of C.E.F.S. Economic Opportunity Corporation
sponsored by the Crossroads Workforce Investment Board*

Work Experience Activity Daily Sign-In/Sign-Out Sheet

Member Name _____ Month of _____

Worksite Name _____ Town _____

This Daily Sign-In/Sign-Out Sheet will be collected with the timesheet on the day following the end of the pay period.

Circle Date	Day	Time in	Time Out For Lunch	Time In From Lunch	Time Out	Member Signature
01	16					
02	17					
03	18					
04	19					
05	20					
06	21					
07	22					
08	23					
09	24					
10	25					
11	26					
12	27					
13	28					
14	29					
15	30					
	31					

Please contact your local C.E.F.S. **Career Seekers** office with any questions or concerns.

Call (217) 342-4149 extension 227.

C.E.F.S. Economic Opportunity Corporation
“Community Action Agency”
Effingham, Illinois





Career Seekers

a project of C.E.F.S. Economic Opportunity Corporation
sponsored by the Crossroads Workforce Investment Board
WORK EXPERIENCE ACTIVITY -- Evaluation Report

Date: _____

Name _____

Job Title _____

Worksite _____

Supervisor _____

Supervisor: Please evaluate employee performance by circling the appropriate box.

	Excellent	Good	Acceptable	Weak	Unacceptable
Cooperation/ Courtesy	Very Considerate, courteous, gets along with others	Usually considerate, cooperates willingly	Usually polite, gets along well with others	Cooperative but not very courteous	Very antagonistic to public and staff
Initiative	Resourceful, looks for things to do or learn	Fairly resourceful, does well by him/her self	Does routine work acceptably	Takes some initiative, requires urging	Has to be instructed repeatedly, no initiative
Job Knowledge	Knows job well	Understands work	Knows key routines	Needs instruction	Did not try to learn
Work Habits	Very efficient, few errors	Reliable, seldom wastes time	Makes some errors, requires supervision	Inaccurate, needs lots of supervision	Extremely careless, wastes time
Appearance	Dresses neatly and appropriately	Usually neat and suitably dressed	Acceptable but could be improved	Takes no time with appearance	Extremely careless
Attendance	No absences	No unexcused absences	One unexcused absence	2 - 3 unexcused absences	More than 3 unexcused absences
Punctuality	Never tardy	No unexcused tardies	One unexcused tardy	2 - 3 unexcused tardies	More than 3 unexcused tardies

OVERALL PERFORMANCE

Exceptional ()

Meets Expectations ()

Unsatisfactory ()

Would you consider this participant for full-time employment if a position became available?

Yes () No ()

Comments: _____

We have discussed the information contained in this evaluation.

Participant Signature _____

Date _____

Supervisor Signature _____

Date _____

CEFS/WIA Staff Signature _____

Date _____