

SUPERVISOR ORIENTATION

I have received an orientation of the WIOA Work Experience program and have been informed of the following provisions:

1. Worksite Supervisor Handbook (Note: Can be found in WIOA ePolicies)
2. Worksite Agreement
3. Child Labor Laws
4. Payroll Information
5. Accidents
6. Supervision of Participants
7. Work Environment
8. Service Provider Organization & Contact Person
9. Participant Selection Process
10. Grievance Procedures
11. Monitoring

PROGRAM TITLE _____

WORKSITE : _____ COUNTY: _____

PARTICIPANT NAME: _____

Signature of Worksite Supervisor

Signature of Career Planner

Date

Date