

Employer Packet

Career Engagement Opportunities (CEO) Program



2020-2021

This packet includes:

- *Business Information Form
- *Training Agreement
- *Employer Evaluation
- *Student Weekly Log

CEO Program

BUSINESS INFORMATION FORM

Name of Business/Organization: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Contact Person and Title: _____

Email: _____

Primary Supervisor of the Student Intern and Title: _____

Primary Supervisor Phone: _____ Email: _____

The Supervisor is responsible for the following:

- Day-to-day management of interns
- Work oversight, direction and feedback
- Training, motivating and developing the student intern
- Evaluating intern performance

Please answer the following questions:

1. Will the student intern need certain training or knowledge prior to the start of the internship? If so, please explain: _____

2. Will the student intern need to be 18 years old? Yes No
**All students will have parent/legal guardian consent to participate in the internship program.*

3. Will the student intern require a background check (BCI check)? Yes No

4. Will the student need a Drug Screen? Yes No
If yes, will you the business/organization cover the costs? Yes No

5. How many student intern positions will your organization have available at this time? _____

Please describe each internship position available.

Additional information for the participating business:

- Internship/work experience will vary in length and students will earn high school credit.
- Student internship work times can be flexible, however work times should be discussed and agreed upon between the student, the business and the school.
- The business, school, and student will sign the Training Agreement.
- The Internship Coordinator will communicate regularly during the internship to monitor the progress of the experience.
- Program and performance evaluations will be completed at the end of the internship and the student will present a final project as a part of the internship.

Any comments or questions?

CEO Program

Career Engagement Opportunity

Training Site Agreement Form

As the Training Site Provider, _____
I agree to the following:

1. Provide student with structured on-site exposure to work, the development of good work habits, and basic work skills.
2. Discuss with the student the expectations each of you has for the internship experience.
3. Present training in a practical sequence and include instruction and experience in work processes relevant to the occupation as performed by the Training Provider.
4. Make certain that the student is not receiving conflicting instructions from different supervisors.
5. Provide and furnish, at your own expense, all instructions, materials, equipment, supplies, and services necessary for the training and experience of the student.
6. Provide training that covers safety and work-site regulations.
7. Provide student with relevant safety instructions and equipment necessary for reasonable protection against injury and harm. Accidents involving a student shall be reported to the school immediately.
8. Advise the student of all customary practices of the Training Provider and normal requirements of the job, including personnel practices and policies.
9. Ensure that students are accepted and assigned jobs in accordance with the Child Labor Laws and treated equally regardless of race, color, national origin, gender or disability.
10. Prohibit the assignment of students to positions involving political activities.
11. Assist the student in keeping accurate time sheets for the student's hours of training and sign the hour verification sheet, checking the time log for accuracy.
12. Provide ongoing dialogue with the student regarding his/her performance. Positive feedback is always appreciated and negative feedback should be offered in the form of specific suggestions for improvement.
13. Have regular contact with the CEO Program Coordinator to provide feedback on the student's performance and abilities (weekly communication by email or phone call).
14. Contact the CEO Program Coordinator should you have any questions or concerns.

Termination of Agreement

The Training Site Provider or School may cancel this agreement at any time through the mutual agreement by both parties. Students will be aware that termination is a possibility at the training site.

This agreement shall be in effect from _____/_____/_____ to _____/_____/_____

The above Training Site agrees to accept the following student as an Intern:

Intern Name: _____

Age: _____ Telephone: _____

High School: _____

The Intern's **proposed** daily schedule will be: (time sheet shall be utilized)

Monday _____:_____ to _____:_____

Tuesday _____:_____ to _____:_____

Wednesday _____:_____ to _____:_____

Thursday _____:_____ to _____:_____

Friday _____:_____ to _____:_____

Saturday _____:_____ to _____:_____

Sunday _____:_____ to _____:_____

Total number of hours per week: _____

*Supervisor will monitor & sign the time sheet. CEO Coordinator will receive a copy.

Supervisor Signature: _____

Student Signature: _____

School Signature: _____

CEO Program Signature: _____

CEO Program

Career Engagement Opportunity

EMPLOYER EVALUATION OF THE INTERN

Student Name: _____ **Date:** _____

The Employer Evaluation of the student intern is based on a five point scale; selecting 1 is POOR and 5 is EXCELLENT.

Foundation Skills	Characteristic	Scale of 1 to 5 (please circle)				
ATTENDANCE Days Missed _____	Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.	1	2	3	4	5
PUNCTUALITY Days Late _____	Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.	1	2	3	4	5
WORKPLACE APPEARANCE	Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties.	1	2	3	4	5
TAKING INITIATIVE	Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.	1	2	3	4	5
QUALITY OF WORK	Giving best effort, evaluating own work, and utilizing feedback to improve work performance. Striving to meet quality standards.	1	2	3	4	5
COMMUNICATION SKILLS	Speaking clearly and communicating effectively – verbally and non-verbally. Listening attentively. Using language appropriate for the work environment.	1	2	3	4	5
RESPONSE TO SUPERVISION	Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.	1	2	3	4	5
TEAMWORK	Relating positively with co-workers. Working productively with individuals and teams. Respecting diversity in race, gender and culture.	1	2	3	4	5

WORKPLACE CULTURE, POLICY, AND SAFETY	Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.	1	2	3	4	5
SPECIFIC WORKPLACE AND CAREER SKILLS	Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.	1	2	3	4	5

Overall Performance Rating: _____
(Scale 1 to 5: 1 is poor and 5 is excellent)

Overall Performance Summary: _____

Would you hire this individual? Yes No

If yes, why? _____

If no, why? _____

Would you recommend this individual to another employer? Yes No

If yes, why? _____

If no, why? _____

Suggestions to improve the student's experience: _____

CEO Program INTERNSHIP WEEKLY LOG

Student Name _____

Internship Location _____

Week of _____

DATE	HOURS	ACITIVITIES	EQUIPMENT / MATERIALS USED	INTERESTING EVENT / SPECIAL PROJECT

Please explain at least one thing that you have learned, either about the position or yourself, from this experience.

Student Signature _____

Date _____

Supervisor Signature _____

Date _____