

## LIFEWORKS

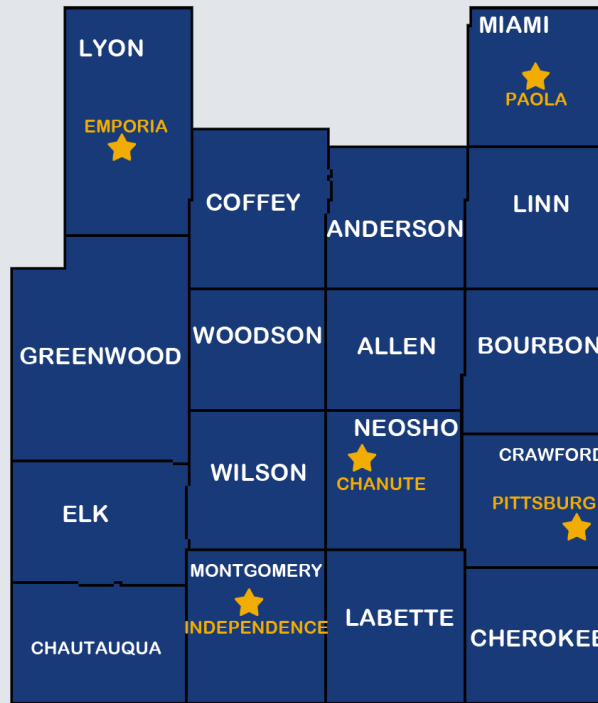
All young adults enrolled with Southeast **KANSASWORKS**, Inc. will participate in career preparation activities prior to or in conjunction with their Paid Internship or On-The-Job Training Program. These activities are designed to prepare participants for success with our employer partners.



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SOUTHEAST  
**KANSASWORKS**  
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A proud partner of the AmericanJobCenter network

Work Based Learning for  
Young Adults

**Employer  
Information**

**KANSASWORKS** is an Equal Opportunity Program. Auxiliary aids and services are available upon request for individuals with disabilities and other barriers to employment.



# WORK EXPERIENCE

Southeast **KANSASWORKS** is seeking employer partners to provide paid Work Experience opportunities for young adults for up to 32 hours per week (with a maximum of 750 total hours). With the help of local companies, we can equip young adults with the necessary skills to excel in today's competitive work environment.

## HOW IT WORKS:

Southeast **KANSASWORKS** staff will meet with you to identify a meaningful Work Experience opportunity and to develop a job description and specifications. Southeast **KANSASWORKS** provides a 3rd party employer of record that is responsible for compensation and workman's compensation insurance. The business will maintain responsibility for direct supervision of the work experience.

Paid Work Experience is a contractual agreement between an employer and the Southeast **KANSASWORKS**. The employer agrees to:

- Provide meaningful work experiences in a fully supervised and safe working environment
- Provide a regular work schedule not to exceed 32 hours per week
- Have sufficient equipment and materials to perform the job. Sign time and attendance records on a weekly basis
- Bi-weekly meetings between the supervisor and participant to discuss progress and complete a performance appraisal
- Maintain confidentiality of all information regarding the participant



# BENEFITS

## For the Employer:

- Increase short-term labor resources
- Influence quality of future employees
- Develop recruitment pathways
- Promote vocational qualifications
- Develop leadership skills of current staff

## For the Young Adults:

- Provides earned income
- Develops soft skills
- Exposure to a work environment
- Technical skill development
- Apply skills to a 'real world' environment
- Try out a career interest

# ON-THE-JOB TRAINING

Southeast **KANSASWORKS** On-the-Job Training (OJT) Program can help businesses save money, while turning a great job seeker into a productive employee. Eligible companies hiring eligible job seekers can qualify for reimbursement up to half of the training costs for a pre-set period.

## HOW IT WORKS:

The Southeast **KANSASWORKS** staff will meet with you to discuss your needs and the position for which you are seeking OJT training dollars. Career Advisors will evaluate qualifying job seekers based on the job needs. If there is a match, we will work with you to design a custom training plan for a productive employee and successful new hire.

OJT is a contractual agreement between an employer and Southeast **KANSASWORKS**. The employer agrees to:

- Hire and provide essential on-the-job training to qualified participant
- Submit monthly time cards and performance evaluation checklists
- Teach the employee the skills identified on the training contract
- OJT employers can be reimbursed up to 40 hours per week, which does not include holiday, sick or vacation days