

What is the purpose of the program?

The program is intended to service Youth with paid work experiences to help them explore occupations and career pathways. This program provides benefits to both the employer and Youth including:

- A Youth gaining important job skills and creating future employment references.
- Connecting Youth to a mentor to provide work related support and feedback.
- Employers can get help with projects and tasks while providing a great opportunity to give a community member valuable work experience.
- Invest in the future workforce by providing meaningful work that will teach the Youth important job skills and set them up for future success.

This is my first time offering a Youth work experience, what kind of support will I receive?

- You will be provided with an Employer Toolkit with some rules, regulations, and best practices to use as a desk reference. This information will provide some important details for your supervisor including employer and employee expectations, and Youth employment laws.
- Each Youth participant in a Work Experience (and employer) has support from WMW! career coaches. If any issues arise, the Business Solutions Representative for Youth Programs and the Career Coach will work together to address the situation.
- Employers will also be supported by Manpower who helps provide workers compensation coverage, onboarding, and payroll services for the participant.

How do the Youth get paid?

The Youth are paid directly by Manpower and covered by Manpower's worker's compensation coverage. Any employer providing a worksite would not incur labor costs. The Youth is typically paid state minimum wage or more depending on community wage standards. The worksite supervisor and Youth participant are required to fill out a completed timecard to accurately track hours worked.

What is the duration of a work experience and how many hours a week would the Youth work?

Youth work experiences are intended to be short term in nature. A typical work experience lasts 6 weeks, averaging 20 hours of work per week. At the end of the 6 weeks, the position can be evaluated for an extension.

What is the tier system and definition of each?

West Michigan Works! utilizes a tier system to categorize the type of work experience in which each youth can experience success. The tiers build on each other and employers can choose one or multiple tiers of candidates for their work experience.

Tier 1- Individual has no work history and is undecided on career direction/plan. The work experience assists the youth with practicing proper communication etiquette, reliability for work and meetings, professionalism, teamwork, and completion of tasks.

Tier 2- Individual has at least one previous employer relationship and is exploring career direction. The work experience assists the youth with prioritization/time management, collaboration with peers/colleagues, reasoning/decision making skills, and demonstrate team leadership.

Tier 3- Individual has solid work history, previous employer relationship(s) and has a career direction/plan. The work experience assists the youth with experience in their chosen industry, leadership skills, project management/completion, and technology utilization.

What type of work would the Youth be able to do?

This would depend on the tier of the Youth, as described above. Additionally, there are some requirements, based on the age of the Youth. There are some standards to consider when working with Youth under 18 years old, but individuals 18-24 may work most work experience jobs. Youth can help with a variety of projects around the office that may have been on the back burner including administrative tasks, technology related duties and research projects.

Participants in the program are working on employment skills outside of the work experience, what type of things are they working on?

A Youth work experience is part of a larger program to empower and equip or local Youth with important employability skills. Outside of the work experience, youth in the program are learning important skills in relation to Job Survival, Leadership and Self Development, Workplace Skills, and Economic Empowerment. The competencies they learn in the program build on each other and are required to be completed to allow the youth to move from a lower tier to a higher tier.

How the Youth are onboarded into your organization?

Employers retain the ability to interview and select a Youth, regardless of which tier is desired. When a match is made between employer and Youth, the employer completes the necessary paperwork with a West Michigan Works! Business Solutions Representative. After completion, the employer works with a West Michigan Works! Career Coach to determine start date and schedule. Behind the scenes, the Career Coach works with Manpower to onboard for payroll purposes. Manpower is responsible for all payroll services including timesheets, payments, workers compensation, medical procedures and payroll taxes. However, it is the responsibility of the worksite supervisor and Youth to review the timesheet and verify that it is filled out correctly.

What are the supervisory expectations?

A supervisor must be present with the Youth at all times when they are working on-site. The supervisor will ensure safe working conditions, and provide leadership, guidance, instruction and critiques to the Youth. The work experience should provide meaningful work that allows the Youth to enhance their professional skillset and explore career options.

What happens if there are any issues with the worker?

In addition to an Employer Toolkit outlining best practices, the supervisor will also be equipped with a [Employer Issue Form](#) that he/she will fill out and submit to the Youth Programs Business Solutions Representative. Upon receiving the Complaint Form, the Youth Programs Business Solutions Representative will send the form to that participant's Career Coach. The Career Coach will address any issues with the participant.

What if there is a physical injury onsite with my Youth?

If a Youth receives a life or limb threatening injury, call 911.

Youth FAQs

In the Employer Toolkit, supervisors can find Manpower documents that include contact persons in case of an injury or accident on site.

This information outlines the process supervisors should take if there is an injury. Such as, calling 855-690-7299 to speak with a nurse and then contact our Market Manager, Kelly Krispin 231-343-5044 to report the incident. Once these steps have been taken, please contact your Business Solutions Representative to make them aware of the situation.