

   **Contact Us**



The only source of knowledge is experience.
- Albert Einstein

Tell me and I forget.
Teach me and I remember.
Involve me and I learn.
- Benjamin Franklin

Wichita Falls

4309 Old Jacksboro Highway
Wichita Falls, TX 76302
Phone: 940.322.1801
Toll Free: 800.333.8209

Bowie

800 Highway 59 North, Suite A
Bowie, TX 76230
Phone: 940.872.2424
Toll Free: 877.972.2424

Graham

924 Cherry Street
Graham, TX 76450
Phone: 940.549.6363
Toll Free: 866.549.6363

Vernon

1700 Wilbarger Street #B7
Vernon, TX 76385
Phone: 940.552.5211
Toll Free: 800.888.5079

www.ntxworksolutions.org

Serving the employment and training needs for Archer, Baylor, Clay, Cottle, Foard, Hardeman, Jack, Montague, Wichita, Wilbarger, and Young counties of North Texas.

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Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.

This program is wholly funded by the U.S. Department of Labor through the Texas Workforce Commission and its affiliates.



WORK EXPERIENCE

Worksite Guide





PROGRAM OVERVIEW

Through the Work Experience Program, your business can custom train individuals to meet the needs of your business. Our program takes people with little or no work experience and pays their wages while you teach them the day-to-day of a job in the real world.

The trainee is introduced to work and its technical requirements while learning personal skills and qualities needed to succeed in employment.

Your business will benefit from having an extra worker on hand at no cost while providing this trainee with opportunities for career exploration and skills development.

Main Objectives:

- To help the trainee develop good work habits and useful skills.
- To provide a source of income for trainees.
- To provide a record of skills developed as a result of the work experience.

SUMMARY OF WORKSITE EXPECTATIONS

- Supervision of trainees **while on-site** including monitoring trainee performance.
- Verifying timesheets to ensure we pay only the amount of time worked.

For this training agreement, no legal employer/employee relationship is created or exists between the worksite and the trainee.

Advantages to Worksites

- Gain access to temporary employees that you do not have to pay.
- Get free help in exchange for the training you provide.
- Be an instrumental part in helping equip local workers with skills that benefit the community.
- Access to trained prospective future employees.

THE SUPERVISOR'S ROLE

The supervisor should provide training and experience that will increase the trainee's skills, instill good work ethics, and encourage responsibility in a working environment.

Being a positive mentor and role model who encourages the trainee to succeed in this training opportunity will determine the degree of success for the program, its trainee, the community, and our future workforce.

Best Practices

- Possess a positive, friendly manner, an environment of mutual respect, and lead by example.
- Clearly define expectations and consistently hold trainees to those standards.
- Help trainees understand their role within the organization.
- Provide trainees feedback on their performance through regular evaluations.

