



TEENSWORK! Program Frequently Asked Questions (FAQs)

For Employers:

Q1) How can we become a host site for TeensWork! youth participants?

A1) To become a host site a job request form will need to be completed.

Q2) My organization was a TeensWork! host site last summer, am I required to re-apply again for this year?

A2) Yes, participating work sites are required to re-apply every year.

Q3) How are participants assigned to work sites?

A3) The participants are placed based on their interest and the requirements set by the host site.

Q4) How will orientation be conducted for TeensWork! participants and employers?

A4) All TeensWork! participants receive a general orientation. Employers are highly encouraged to onboard their participants with an onsite orientation. Employers should go over rules and regulations, breaks, safety procedures, attire, scheduling, duties and responsibilities, and exchange contact information.

Q5) How do I submit time sheets for TeensWork! participant(s) payroll?

A5) Host sites will be provided with the deadlines for payroll submission and time sheets. They have to be submitted through email or picked up by an assigned counselor.

Q6) Who can I contact if I have any questions or concerns during the program?

A6) Each work site will be assigned a Counselor that will attempt to visit the site at least once a week. Counselors will also be available through phone and e-mail.

Q7) How do work sites report an incident or issue with a participant?

A7) By contacting the counselor assigned to the worksites and an incident form will be completed. Depending on the particular incident appropriate decisions will be made.

Q8) Is there a closing ceremony and can representatives from my organization attend?

A8) Yes, there is a closing ceremony and supervisors and co-workers are highly encouraged to attend.