

Worksite Supervisor Interview

Worksite _____

Supervisor's Name _____

Orientation

1. Did you receive an orientation to the Work Experience Program? Describe.

2. Did you receive written materials on the program, including your duties and responsibilities in the program? _____

3. Are you aware of the supervisor's responsibility to evaluate the progress of each participant in "work readiness"? _____ Have you been provided with an instrument and instructions to make such evaluations? _____

Work Assignments

1. Describe the process for determining what needs to be done at the worksite and assigning work to participants. Are the participants involved in this process? Explain.

2. Do you feel that your worksite provides enough work to keep participants busy?

3. What types of activities are the participants involved in? _____

4. Do you review the progress of the participants in the performance of their jobs? Explain.

Supervision

1. What are your hours of work? _____
2. How many Work Experience participants do you supervise at this worksite? _____
3. Are you available to participants at all times? _____
4. Is there an alternate supervisor when you are gone? _____
5. Do you have the name and number of a contact person in the program operator's office?

6. Do you have regular contact with the program operator's office? Describe.

7. Describe what you feel are your responsibilities as a Work Experience program supervisor.

Time and Attendance

1. Are participants required to sign in and out daily? _____
2. Do participants' hours of work include a lunch break? _____ If so, are participants paid for this break? _____
3. Are participants paid for time not worked, e.g., absence, tardiness or leaving early?

4. Is make-up time permitted for time missed? _____ Explain. _____

5. Have any participants had problems receiving paychecks on time? _____ If yes, please explain. _____

Worksite Agreement

1. Has a worksite agreement been signed by your organization? ____ Do you have a copy?

(Note: Request to see the worksite agreement. Compare such things as work activities, number of participants supervised, etc., with observations made on site.)

Overall Program Perceptions

1. How would you describe your experience as a supervisor in the WorkExperience program?

2. Do you see this program benefitting the participants? In what ways? Describe.

3. How do you think the program can be improved for both supervisors and participants?

Worksite Participant Interview

Worksite _____

Participant Name _____

Age _____

Orientation and Assessment

1. Did you receive an orientation to the program? ____ If yes, was it a group or individual session? Describe. _____

2. When was the orientation conducted? _____

3. Did the orientation address:
Purpose of the program? _____
Time and Attendance? _____
Pay schedule and procedures? _____
Emergency procedures? _____
Contact person at the program office? ____ If yes, who is it? _____

4. Did you receive any type of testing when enrolling in the program? Describe. _____

5. Are you attending any classroom activity? If yes, describe. _____

Work Assignments and Supervision

1. Describe the work activities you are performing at this site: _____

2. Who gives you your work assignments? _____

3. Are your assignments made verbally or in writing? Describe. _____

4. Do your assignments keep you busy most of the time? _____

5. Does your supervisor review your job performance with you? Explain. _____

6. Are you learning any skills while on the job? _____ If so, does your supervisor test you in any way to measure your progress? Explain. _____

7. How much time does your supervisor spend with you during the day? _____

8. Who is in charge when your supervisor is not around? _____

Time and Attendance

1. What are your hours of work? _____

2. Do you sign in and out every day? Explain. _____

3. How much time do you take for a lunch break? _____ Are you paid for this time?

4. Do you get other work breaks? _____

5. If you miss any work, are you paid for that time? _____

6. Who do you contact if you will be absent for work? _____

7. Have your paychecks been on time and for the correct amounts? _____

Overall Program Perceptions

1. Do you think this program is helping you improve your skills? Explain. _____

2. Do you have any complaints about the program or anything you would like to change about the program or your job? Explain. _____

3. What do you like most about this program and your job? _____
