

Employer Enrollment for Work Experience

Work experiences help to build work readiness, as well as networking, employment, and occupational skills. These planned, structured learning experiences at workplaces cannot happen without partnerships with businesses. CNY Works is seeking businesses and organizations that are interested in being work sites to eligible participants. CNY Works will be responsible for payment of wages at \$14.20 per hour.

Work Experience is not intended for long-term skill building within the occupation but rather as an entry step for the participant to explore the occupation, develop their skills, or gain work history and references. Work Experience is for a limited period of time.

Work Experience can include:

- Work based learning limited to summer months (Youth only)
- Work based learning not limited to summer months (Year Round)

Participating Employers must:

- Be located in Syracuse/Onondaga County
- Agree to provide a minimum of six weeks, of work experience. (work experience can last up to 12weeks (3months))
- Complete application and submit job descriptions for available positions
 - Training plan required for year-round work experience only
- Receive initial visit by CNY Works to ensure safe working conditions and completion of worksite profile
- Sign a worksite agreement as prepared by CNY Works
- Agree to all terms of the executed worksite agreement
- Attend a supervisor orientation provided by Workforce Solutions – virtual, onsite or offsite
- Provide an initial orientation to participants entering the worksite, provide daily supervision, mentoring, and specific job training to the participant placed at the worksite
- Provide a safe and secure worksite and inform participant of safety procedures and protocols
- Deliver continuous feedback to the participant(s) and to the CNY Works representative.
- Agree to allow CNY Works to follow-up at the worksite on a weekly basis, or as needed
- Address workplace concerns
- Participate in worksite monitoring for quality assurance reviews and provide corrective action as necessary.

[Click Here for Worksite Application](#)