

FLOW/SNAPSHOT – Transitional Jobs/Work Experience

3/21/2025 – RB

ORDER	FORM	RESPONSIBILITY	ACTIVITY
Ongoing	<u>Flyer</u> (Distribute.to.potential.worksites)	Business Services	Promote service to businesses, governments, non-profits, etc.
Ongoing	<u>Worksite Agreement</u> (DocuSign.signed.by;WDD.Assistant.Director?Worksite.Authority?and.County.Counsel) (Executed.DocuSign.also.received.by;Business.Services.Technician?BSR-BSS?and.LevelUp.HR) *** DOCUSIGN ***	Business Services	Establish Worksite Agreements with worksites in the GO-CHAMP sectors
1	<u>Transitional Job/WEX Profile and Release of Information</u> (DocuSign.signed.by;Participant.and.Workforce.Development.Specialist) (Executed.DocuSign.also.received.by;Business.Services.Manager.™.Business.Services.Supervisor) *** DOCUSIGN ***	Workforce Development Specialist	Train participant on 'Work.Readiness".and then complete form with participant to enable Business Services to jumpstart the placement process
2	<u>Work Experience Training Plan</u> (DocuSign.signed.by;Participant?BSR-BSS?and.Worksite.Supervisor) (Executed.DocuSign.also.received.by;Workforce.Development.Specialist) *** DOCUSIGN ***	Business Services	Establish workplan for participant in conjunction with the participant and worksite supervisor
3	<u>Ticketing System</u> (Completed online for LevelUp HR) (Website) https://tinyurl.com/mrxa09eh	Workforce Development Specialist	Confirm key details of the participant's work experience for Employer of Record to on-board participant into payroll system
4	<u>Verification of Safety Training</u> (DocuSign.signed.by;Participant.and.Worksite.Supervisor) (Executed.DocuSign.also.received.by;BSR-BSS) *** DOCUSIGN ***	Business Services	Send form to Worksite Supervisor with expectation for it to be completed no later than seven days from the participant's start date
5	<u>Employee Separation Form</u> (Completed online for LevelUp HR) (Website).N? https://tinyurl.com-9098vtto	Workforce Development Specialist	This form is to be completed if a participant prematurely ends their transitional job/work experience (does.not.complete.their.assigned.hours.for.whatever.reason)