



Employer Job Description Form

Date:

Thank you for your interest in participating in the Mayor's SummerWorks program! The information collected below allows our team to match participants' skills, goals, and interests with a Champion Employer's needs and expectations. Please contact Chris White, Christopher.White@KentuckianaWorks.org or 502.574.4723, for more information or assistance in completing this information.



Company / Organization Information

Name of BIA company:						Business Type:	
FEIN (As it appears on the I-9):						<input type="checkbox"/> Private For-Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> State Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public	
Mailing address of main office:							
City:		State:		ZIP:			
Primary Contact	Name:			Job Title:			
	Phone 1:		Phone 2:		FAX:		
	Email:						
Alternate Contact	Name:			Job Title:			
	Phone 1:		Phone 2:		FAX:		
	Email:						
Is your organization requesting wage subsidies to pay youth workers? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please understand that subsidized positions are awarded pending the availability of funding, and can only be offered to non-profit and government agencies who commit to employing SummerWorks youth. Individuals from your organization who will supervise subsidized youth workers must attend a pre-placement orientation prior to youth starting work. Unfortunately, we cannot guarantee that all requested subsidized youth employees will be provided to an organization, but we will consider these requests in the order in which they are received. Please note that youth who are paid through subsidies are restricted to work a maximum of 30 hours per week.							
Does your organization have multiple worksites? If yes, please provide a list of worksite addresses as well as the names and contact information of the worksite supervisor at each location who will be designated to oversee the youth participant's work experience. <input type="checkbox"/> YES <input type="checkbox"/> NO							

Position Information

Position Title:				Number Available:	
Minimum Required Age: <input type="checkbox"/> 16 or older <input type="checkbox"/> 18 or older <input type="checkbox"/> 21 or older		Minimum Education Required: <input type="checkbox"/> None <input type="checkbox"/> Some High School <input type="checkbox"/> High School Diploma			
Background Check Required? <input type="checkbox"/> YES <input type="checkbox"/> NO	Drug Screening Required? <input type="checkbox"/> YES <input type="checkbox"/> NO	Typical Turn-Around Times (in days) for Pre-Employment Screenings			
		For Background Check: Days		For Drug Screening: Days	
Projected Start Date:	Projected End (if available):	Starting Hourly Wage:	/hr.	Avg. hours/week:	
Work Shift: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Variable			Shift Start Time:		
Position Summary:					

Position Information (continued)

1	Work environment (select one)
<input type="checkbox"/> Mostly indoor work, in a temperature-controlled environment. <input type="checkbox"/> Mostly outdoor work, with frequent exposure to nature and the elements. <input type="checkbox"/> Both of the above.	
2	Interaction with coworkers (select one)
<input type="checkbox"/> This job involves a lot of interaction with coworkers, and tasks that require a high level of communication and teamwork. <input type="checkbox"/> This job consists mostly of independent work, and the candidate will be expected to complete tasks with little or no assistance. *It's possible that the work experience will involve both of the above, but for the purpose of job-matching, please select only one.	
3	Interaction with customers and the public (select one)
<input type="checkbox"/> The candidate will work directly with customers, and interact with people a lot. <input type="checkbox"/> The candidate will work on tasks that don't involve a lot direct interaction with customers and the public. *It's possible that the work experience will involve both of the above, but for the purpose of job-matching, please select only one.	
4	Pace of work (select one)
<input type="checkbox"/> The pace of work is mostly dictated by the environment; the candidate will be required to adjust his/her speed accordingly. <input type="checkbox"/> The pace of work is mostly dictated by the candidate; self-direction, planning, and prioritization are essential to this role. *It's possible that the work experience will involve both of the above, but for the purpose of job-matching, please select only one.	
5	Routine vs. task variety (select one)
<input type="checkbox"/> The candidate will mostly have a predictable routine at work, doing the same types of things every day. <input type="checkbox"/> The candidate will be expected to perform a variety of different tasks from day to day. *It's possible that the work experience will involve both of the above, but for the purpose of job-matching, please select only one.	
6	Physicality of work (select all that apply)
<input type="checkbox"/> Work is highly physical and involves standing or moving around a lot, and using the entire body. <input type="checkbox"/> Work is less physically demanding, but requires the use of hands to craft and manipulate objects. <input type="checkbox"/> Work is mostly non-physical, and involves the use of the mind more than the body.	
7	Level of supervision (select one)
<input type="checkbox"/> The candidate will be supervised closely, and will have a manager nearby to monitor work and provide guidance. <input type="checkbox"/> Work is mostly independent and self-directed. The candidate will be expected to seek out assistance if needed.	
8	Professional Attire Expectations (select one)
<input type="checkbox"/> Casual clothes (i.e. nice jeans, polo style, button-down, blouse). <input type="checkbox"/> Business casual (i.e. nice slacks or khaki pants, skirt, dressier shirt). <input type="checkbox"/> Formal (i.e. suit and tie, skirts / slacks with matching jackets). <input type="checkbox"/> Uniform items are required, and will be provided by the employer. <input type="checkbox"/> Uniform items are required, and should be purchased before reporting for the first day of work.	

Job Coach Presence

The Mayor's SummerWorks program offers supportive job coaching services to a limited number of youth participants every year, based on program funding. SummerWorks Job Coaches typically act as a liaison between youth participants and front-line supervisors when needed, and oversee the completion and collection of participant time sheets (for subsidized workers)* and Work-Based Learning Plans by way of weekly site-visits and/or other methods. Because we recognize that organizational and business unit operating environments are not all the same, we understand that not all positions can support the same level of job coach presence during normal operating hours. From the options below please choose the level of job coach presence you feel that your organization or business unit can support for youth workers assigned to **this job position**.

<input type="checkbox"/> 0 – No site visits; email and/or telephone interaction only.	<input type="checkbox"/> 2 – Weekly site visits, with some advance notice.
<input type="checkbox"/> 1 – Limited site visits, by pre-scheduled appointment only.	<input type="checkbox"/> 3 – Frequent site visits. No notification or appointment required.

* A minimum of level 2 job coach presence is required for all program-subsidized youth job positions.

