



CareerSource
CAPITAL REGION

Work Experience Program

E X P E C T A T I O N S

Business Expectations

Orientation

Provide an overview of your organization and expectations of the candidate.

Supervision

Assure that intern's work activities are directed and supervised in accordance with their Training Plan, which CareerSource Capital Region will create with you.

Assignments

Assign meaningful tasks to develop intern's skills and knowledge, to include job-shadowing and performing specific tasks within your organization.

Health & Safety

Provide a safe and sanitary work environment.

Feedback

Complete a bi-weekly assessment of intern.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by person using TTY/TTD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network. WIO-FL-0282

CareerSource Capital Region Responsibilities

Orientation

Provide an orientation to work site supervisor who will be directly responsible for overseeing an intern.

Wages, Insurance, and Other

CareerSource Capital Region will cover all wages, workers compensation insurance, general liabilities, and any costs associated with background and/or drug screening, if applicable.

Monitoring

Monitor activities at reasonable hours and as frequently as necessary to ensure the internship is a success for everyone involved.

Performance

Assist the work site supervisor in resolving any performance issues to ensure a positive experience for both the work site and intern.

Request More Information

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