### Activity History

<table>
<thead>
<tr>
<th>Action</th>
<th>Subject</th>
<th>Related To</th>
<th>Task</th>
<th>Due Date</th>
<th>Assigned To</th>
<th>Last Modified Date/Time</th>
</tr>
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<tr>
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<td>✔</td>
<td>8/24/2012</td>
<td>Hugh Bradshaw</td>
<td>8/24/2012 1:24 PM</td>
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### Opportunities

No records to display

### Notes & Attachments

No records to display

### Opportunities

No records to display
Information for Businesses

Thank You!

As a business willing to help prepare a candidate for employment, you have agreed to participate in a “Progressive Employment” activity with a Vermonter looking to enter, or re-enter the workforce. The purpose of Progressive Employment is to provide training, experience and skill-building for individuals who are interested in working in your field. Below are a few things to expect:

- The CWS Employment Consultant, the trainee and you have identified the days of the week, hours and training goals for the experience as outlined below.
- The Trainee is required to track their hours and submit an attendance form with a signature from someone in your company who can verify they were in attendance. Training may not exceed 25 hours in a week or 8 hours in a day.
- The Trainee is covered under the State of Vermont’s risk management policy during the hours they are on your worksite.
- The Trainee does not receive a wage during the training period, but may receive a training offset to cover their costs associated with participating.
- The experience can be terminated at any time should either you or the Trainee decide it is not a “match”.
- In many cases these experiences lead to a hire, but it is not a requirement or expectation that you do so.
- Your Employment Consultant will keep in touch and will ask for feedback on how the trainee is doing.

Purpose of training: ____________________________________________

________________________________________________________________

Skills/Experience expected:

☐ Company tour/job shadow
☐ Assessment of work skills as follows: ______________________________________

☐ Short-term work experience to build skills and a resume and/or to explore career/job options

The trainee will work for ______ weeks and for the following schedule:

<table>
<thead>
<tr>
<th>Days</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>TH</th>
<th>F</th>
<th>Sat</th>
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Employment Consultant will check in on: ________________________________

[See reverse side]
Trainee Name: 
__________________________
Phone: _____________________
(h) _________ (c) _________
Email: _____________________

Employment Consultant: 
__________________________
Phone: _____________________
(w) _________ (c) _________
Email: _____________________
Training Offset Request

Consumer Name: ________________________________________________________

Mailing Address: ________________________________________________________________

SSN (4 digits only)________________

Description of service/training:__________________________________________

________________________________________________________________________

________________________________________________________________________

Date(s) of service:________________________________________________________________________

________________________________________________________________________

Program:     (Circle One)

   Economic Services/Reach Up       General Assistance

   DCF Youth

Itemized amount: ________________________ days at ____________________ per day

Total amount: $____________________

______________________________
Consumer Signature                  Date

______________________________
VABIR Staff                     Date                     Date Paid

Fax:  802-288-9697
Progressive Employment Agreement

Participant Name: _______________________ Training Site: _______________________

Title and duties: ___________________________________________________________________

Start date: ______________________ End date: ______________________

Hours per week: _________________ Total hours: _________________

Training offset amount provided per day:   _________________________

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<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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Progressive Employment is designed to offer candidates the opportunity to explore job options with employers in the community; help you build skills; establish recent work experience; and develop references for future job searches. Your placement specialist will work with you to identify potential worksites based on your interests and abilities.

Training Offset Funds:
- During the placement, you may receive a training offset to cover your costs of attending and participating in such activities as job shadows, work experiences, internships and other Progressive Employment activities.
- The training offset is not a wage and is not considered income for the purposes of benefits you may be receiving.
- In most cases, trainees receive their training offsets every two weeks, so your first offset payment will come two weeks after you begin your training/experience.
- Offsets are generally $10 for up to 4 hours in a day and $20 for more than 4 hours in a day. Exceptions can be made for trainees who need to travel long distances to participate.

What you will need to do:
- Fill out an attendance form to verify the hours and days you are engaged in worksite activities.
- Treat this as a real job by showing up to the worksite on time; do the work you are asked to do; wear appropriate work clothes; contact the employer and your placement specialists if you are not able to make it to work; and let your placement specialist know if there are any problems on the job.
- Fill out a self-evaluation if you wish to provide feedback about your experiences.

What the employer will do:
- Provide feedback on your performance, attendance, skill development and other aspects of your training experience. We may also ask you for a self-evaluation of your experience.
- Sign your attendance report.
I understand that any Progressive Employment activity is for training and assessment purposes only and that there is no requirement that the employer hire me at the end of the placement/experience. I also understand that I may receive a training offset to help with the cost of participating in Progressive Employment activities. I further acknowledge that the training offset is not a wage and is not considered income.

Candidate

Employment Consultant

Request for Extension

Set Aside #: ________________ New end date: _____________________________

Training offset amount provided per day: ________________________________

Reason for extension: ________________________________________________

Schedule for extension:

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Participant signature: ________________________________ Date: ________________

Employment Consultant signature: ______________________ Date: ________________

VR Regional Manager signature: ________________________ Date: ________________

Copy to:
VR Counselor
VR Administrative Support
Employment Consultant
Work Experience Training Program
Participant Progress Report
To be completed by Employment Staff

<table>
<thead>
<tr>
<th>Consumer Name:</th>
<th>Placement Site:</th>
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<tbody>
<tr>
<td>Employment Consultant:</td>
<td>EC Organization:</td>
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</tbody>
</table>

Week Ending: Follow up conducted: ☐ In Person ☐ Telephone ☐ E-mail

Please rate the participant for the reporting period, using the following rating system:

<table>
<thead>
<tr>
<th>Ratings Key</th>
<th>Needs Improvement</th>
<th>Satisfactory</th>
<th>Very Good</th>
<th>Excellent</th>
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</tbody>
</table>

- Maintains an acceptable attendance record
- Reports on time
- Is Reliable
- Informs supervisor of upcoming appointments
- Uses appropriate language
- Requests/Performs assignments without prompting
  - Shows initiative
  - Is motivated
  - Is willing to learn new tasks
  - Performs assigned tasks without prompting
  - Completes assigned tasks on time
- Appropriate dress, grooming and hygiene
- Maintains a positive attitude
- Cooperates with and assists co-workers
- Follows instructions
  - Follows written and verbal instructions
  - Asks questions if Instructions are not understood
  - Able to work under supervision

Comments:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Revised 05.03.13
So………………..how’s it going?

Self evaluation of your Progressive Employment Experience

Name_____________________________________________________________

Yes ____   No _____ I am able to perform all tasks asked of me

Yes ____   No _____ I am learning the tasks from the job description

I could do a better job if I **had** __________________________________________________________

I could do a better job if I **did** __________________________________________________________

I am practicing how to be a good employee and I:

☐ Get to work on time
☐ Complete tasks in a timely manner
☐ Understand direction
☐ Take direction
☐ Ask questions if I don’t understand the task
☐ Come to work prepared
☐ Am properly dressed for duties
☐ Take constructive feedback well
☐ Use appropriate behavior and language
☐ Have good personal hygiene
☐ Leaves personal issues at home
☐ Appropriate use of break time
☐ Do not use my cell phone during work hours, only at break

Please write down anything that you think your counselor should know about this Work Experience or the job site or the employer

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Please give this form to the Employment Consultant or the VR Counselor. Thank you!