

Trainee Handbook

Northwest Workforce Council Training Program



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Welcome to the Training Program!

- The training program is a cooperative partnership between the Northwest Workforce Council (NWC) and the worksite that is hosting and supervising your training - the “Training Worksite”.
- This handbook will help you be successful learning about being an employee in the Northwest Workforce Council’s training program.
- In the following pages you will learn more about being a part of the training program, about what you need to do as a Trainee, and about opportunities available to you.
- Training will help you gain workplace skills in a real work setting, and help you learn more about what careers interest you.
- Our goal is to work with you to create a successful work experience in which you can learn and begin to achieve your career goals. The NWC and your Training Worksite have high expectations for you in the training program.
- Keep and use this Trainee Handbook to answer any questions you may have. You may contact your Northwest Workforce Council staff Coordinator (located at WorkSource Centers) or your local WorkSource Center whenever you need assistance.

WorkSource Center locations are listed on the last page of this handbook.

About the Training Program

■ Training Program

Background:

The Northwest Workforce Council (NWC) sponsors training services for participants at worksites to gain work readiness skills and to explore careers while performing meaningful work. Trainee wages, taxes and Labor and Industries Insurance are paid by the NWC, for a maximum of forty (40) hours per week (Saturday through Friday). You will be placed in a job doing real and productive work. The training program is intended to increase your work skills.

The Training Worksite benefits by receiving an extra worker (you), at no payroll cost, to assist the work of the organization. Your place of work is the Training Worksite, but the NWC pays all wages and payroll taxes. Your Training Worksite will provide instruction and supervision, helping you to perform assignments well, and become a valuable asset to the organization.

You benefit by learning basic workplace skills, gaining work attributes and confidence as part of a team of employees performing real work, learning about career options, and earning a wage.

Communities benefit in the short-term from the work you perform at the Training Worksite, and long-term as you develop into a worker with the skills to successfully find and keep employment.

■ Work Expectations

Your worksite Supervisor and Northwest Workforce Council staff Coordinator have high expectations for you in your training. These suggestions are meant to help assure your success!

- **LISTEN CAREFULLY TO DIRECTIONS AND INSTRUCTIONS** - Do the job as it has been explained to you. Listen carefully! If you don't understand, ask questions.
- **TAKE PRIDE IN YOUR WORK** - Learn how to do your job well and fast. Ask questions. Work toward knowing you can perform your job better than anyone else.
- **PLAN YOUR WORK** - Planning and organizing work makes you more efficient and

less likely to make costly mistakes. Decide in what order to do the work.

- **DO MORE THAN THE MINIMUM REQUIRED** - Do your share of work and then some! Your Supervisor will notice and remember the extra things you do.
- **DO ALL THE WORK THAT HAS TO BE DONE** - Every job has parts that are no fun, but the work isn't done until every part is finished.
- **BE POLITE AND STRIVE TO GET ALONG WITH OTHER WORKERS** - Your chances for succeeding on the job are greatly improved when you cooperate with your fellow workers and show a sense of humor, loyalty, reliability and flexibility. Strive to be like employees who are cooperative and willing to help.
- **BE CAREFUL WITH EQUIPMENT AND MATERIALS** - Equipment and materials are expensive. Safety is also very important. If you are careless, you may be looking for another job soon.
- **WORK QUICKLY WITHOUT DISTURBING OTHERS** - Each employee has a specific job to perform. Personal phone calls and conversations take time away from your job. Business suffers when you disturb other workers. Know and follow the rules on use of personal electronic devices.
- **KNOW AND FOLLOW COMPANY RULES AND REGULATIONS** - Trainees must know and follow company rules and regulations including safety and COVID transmission prevention rules, dress codes, working hours, smoking, use of cell phones, texting, and what to do if you will be late or sick. Trainees must adhere to NWC and Training Worksite Personnel Policies.

■ Your Work Responsibilities

- Read through and discuss your job description with your Supervisor.
- Learn the proper use and safety features of all tools, machines, equipment, and technology that may be used at the worksite.
- Participate in the training on the safety procedures for the prevention of transmission of the COVID-19 virus and comply with established procedures for the prevention of the transmission of the COVID-19 virus.
- Practice good work habits by doing all your assigned work each day.
- Be sure that you know how to keep in regular contact with your immediate Supervisor.
- Participate in a daily review of your work and learning progress.

- Take the initiative to ask questions, to ask for feedback or make suggestions.
- Make certain that you are familiar with the procedures for reporting to work and for receiving work assignments.
- Learn the rules and regulations of the worksite, especially those which pertain to you.
- Work your scheduled hours, arrive on time, follow workplace practices and rules, and complete various tasks and projects on time.
- Return from lunch and break periods on time.
- If you cannot be on time or must miss work, you must let your Supervisor know as soon as possible that you will be late or absent.
- You must first ask your Supervisor if you are planning to be away from work for any reason.
- Establish appropriate and reliable transportation plans to and from work.

The WorkSource Coordinator

■ The Role of Your NWC staff Coordinator

The Northwest Workforce Council staff Coordinator plays a very important role with you in the planning, training and goal setting you do in your Training Program. The two of you work together on career decision-making and planning. Your Coordinator may refer you to other community resources to help you along the way.

Each Trainee and worksite is assigned a Coordinator. The training program is a collaboration between the NWC, the Training Worksite, the worksite's Supervisor and the Trainee. This cooperative relationship depends on regular and open communication between all parties. The NWC manages the training program through the local WorkSource Center.

Call your Coordinator with questions, problems, successes or any other issues that may arise during your training services. Contact information is located on the last page of this Handbook.

It is particularly important to call if you:

- Change your address
- Have trouble with your Supervisor, feel you are being bullied or harassed, or have any issues (housing, health, legal, etc.) which affect how you do your job
- Need information about other training options
- Receive a job offer or have a job interview
- Decide to leave the Training Program

While you are a Trainee, your Coordinator will follow your progress at the worksite. Your Coordinator will also assist your Supervisor in coordinating work activities with other training activities and providing on-going support.

The Coordinator will make regular contact with you. At the worksite, a Coordinator will:

- Work with you and your Supervisor to develop training plans and schedules
- Make regular, on-site visits to review your progress
- Provide assistance to help overcome any issues interfering with your job performance
- Work directly with you and your Supervisor in resolving behavioral or disciplinary issues

The Coordinator is available to assist you if the need arises. You do not need to wait for a regularly scheduled visit to contact your Coordinator.

■ Worksite Folder

Your Coordinator will provide a **worksite folder**, to be kept at your worksite, and which contains copies of your:

- ✓ Worksite Time Records
- ✓ Worksite Agreement
- ✓ Job Description
- ✓ Payroll Schedule
- ✓ Work Readiness Profile
- ✓ Emergency Medical Information
- ✓ Worksite Accident Report Form
- ✓ Training Site COVID-19 Safety Plan

For Trainees under the age of 18:

- ✓ Authorization for Medical Treatment of a Minor
- ✓ Parent School Authorization
- ✓ Minor Work Permit

■ Support Services

Safety equipment, occupational uniforms, industrial clothing or clothing specific to your Training Program that is not provided by the training site, may be provided by the Northwest Workforce Council. Please inform your Coordinator if your worksite requires such items.

If accommodations are needed and are not provided by the worksite, please inform your Coordinator.

Performance and Evaluation

■ Your Work Performance

Satisfactory work performance and appropriate behavior are important in any job. The impression you make and the quality of work you do reflects not only on you, but on the NWC's training program and the Training Worksite.

At the Training Worksite your Supervisor will assign your job duties, provide training, and day-to-day instruction, as needed. You are required to perform the duties in a manner specified by your Supervisor.

If your work performance does not meet entry level expectations, your Supervisor and Coordinator will inform you, and you will be given an opportunity to improve.

If you have a problem at your worksite, you should first try to discuss it with your Worksite Supervisor. If you are uncomfortable speaking with your Supervisor, contact your Coordinator.

Your Supervisor has the right to request to discipline, suspend, or discharge you from the worksite if you are not performing satisfactorily. This means that if you are not working as well as you should be, you will be notified. If you do not improve in the time given, you may be suspended or even fired.

However, in most cases, difficulties on the job can be resolved easily if you speak with your Worksite Supervisor or Coordinator.

■ Work Readiness Profile

Your worksite Supervisor will complete your Work Readiness Profile. This Profile will evaluate and document your performance and skill attainment. Completed evaluations will be explained to you by your Supervisor and then forwarded to your Coordinator.

The profile provides you with an opportunity for feedback from your Supervisor and Coordinator on your strengths and development needs. The honest, accurate feedback in your Work Readiness Profile will help you to set reasonable goals to improve. The frequency of the report is identified in your Worksite Agreement, and a copy is kept in your Worksite Folder. A sample copy of the Work Readiness Profile is in the Attachments on pages 18 and 19.

■ The Role of Your Worksite Supervisor

You will have a supervisor at your worksite who gives you day-to-day training and work assignments. Know who your immediate supervisor is and how to contact him or her. You are expected to perform your work assignments and all tasks in a timely manner, and to the specifications of the Supervisor.

The Supervisor is your trainer and coach and is there to help you learn your job, provide "technical" assistance and workplace expertise, as well as give support and encouragement. Your worksite Supervisor will show you the safe and proper use of tools and equipment, and help you develop occupational skills related to the job.

Your Supervisor will review the job description with you, develop work goals, and provide a daily review of your progress in the job.

Your Supervisor will maintain ongoing communication with your Coordinator, to report work-related issues, if any, and your accomplishments.

■ Ask your Worksite Supervisor:

- What to do if you are sick or hurt on the job
- How your job performance will be evaluated
- The schedule for breaks
- The location of the employee lunchroom and restroom
- The worksite rules governing the use of personal electronics
- Suitable attire for the job, and rules on display of piercings and tattoos
- The rules on smoking at the worksite
- Where to park

Skill Training

■ Workforce Skill Standards

The Workforce Skill Standards and Foundation Skills describe the basic skills and abilities that are necessary in any job. The Northwest Workforce Council and local employers have identified these skills as the ones necessary to getting and keeping a job. These Workforce Skills Standards and Foundation Skills have been built into all Northwest Workforce Council training services.

Workforce skills are defined by employers as those skills necessary in any workplace and, once learned, can be transferred to any other job. In most cases, these skills are learned in the workplace while you are on the job.

Your worksite Supervisor will help you see the relationship between these skills and your job duties.

A complete list of Workforce Skill Standards appears in the Attachments on page 20.

■ Foundation Skills

Foundation skills underlie the Workforce Skills competencies discussed above and are defined as those basic educational/foundation skills which are essential to the success of workers in any job and can be transferred from one job to another.

As a Trainee you must possess these “basic” skills so that you have a means to attain the various Workforce Skills competencies. A critical element of your training program is to provide you with the opportunity to understand and practice these transferable skills, i.e., the skills that underlie specific tasks you perform on your job.

You may have acquired these skills already from previous work or other types of experience such as school or other vocational training. For example, the ability to use a computer to perform office tasks can be transferred from one job to another, or the friendly demeanor required in customer service work is an asset in any job.

A complete list of the Foundation Skills appears in the Attachments on page 21.

Personnel Policies

■ Equal Employment Opportunity

The Northwest Workforce Council is firmly committed to Equal Employment Opportunity. It is against the law for the Northwest Workforce Council and its service providers, as recipients of Federal financial assistance, to discriminate on the following bases: Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

WorkSource is an Equal Opportunity partnership of organizations that provide employment and training services. Auxiliary aids and services are available upon request to people with disabilities.

■ Sexual Harassment

Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act and RCW 49.60. Although a difficult and sensitive issue, sexual harassment is inappropriate, offensive, and illegal and will not be tolerated by the Northwest Workforce Council. The NWC will take an affirmative role in protecting its participants from sexual harassment. Supervisors have a duty to protect employees from sexual harassment and to report any alleged incidents or concerns.

NWC is committed to meeting the equal opportunity provisions required for WIOA IB programs. Following the guidelines outlined below promotes a healthy learning environment and allows us to assist in resolving issues and concerns that may interfere with your training:

- It is not advisable to give out your personnel contact information to other co-workers or supervisors. Work site staff need to contact you outside of your work schedule, your contact information should be in your Emergency Medical Information form in your worksite file.
- Immediately report to your Coordinator any unsolicited or unwanted contact from co-workers or supervisors at your worksite.
- Immediately report to your Coordinator and supervisor any inappropriate comments, jokes, or behaviors that make you feel uncomfortable. Supervisors should correct other

employees should they engage in inappropriate comments, jokes, or behaviors. Should behaviors persist, inform your Coordinator each time.

- Refrain from using social media to interact with coworkers and worksite staff.

Sexual harassment is deliberate or repeated behavior of a sexual nature which is unwelcome. It can include, but is not limited to: unwanted sexual comments, suggestions, jokes; suggestive, nonverbal behavior; pressure for sexual favors; or unwanted, unwelcome physical contact.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

- It is part of a Supervisor's decision to hire or fire, decision to discipline, or retain Trainee, or to impose any other terms and conditions on an individual's employment
- It is used to make other employment decisions such as job assignments and work schedules
- It interferes with the Trainee's work performance
- It creates an intimidating, hostile, or offensive work environment

If any Trainee believes sexual harassment is taking place, each has been instructed to inform the immediate Supervisor or Coordinator.

No Trainee will suffer retaliation for reporting such concerns.

■ Disciplinary Action

If you do not meet the worksite standards and expectations of employment, appropriate disciplinary action will be taken. However, your Coordinator and worksite Supervisor will make every effort to solve the problem and help you complete a successful training program.

Listed here are broad categories of activities that result in immediate firing:

- Refusal to follow rules, regulations, and job instructions as set by your Supervisor
- Forging or falsifying Worksite Time Records or program documents and/or dishonesty
- Drug or alcohol use or possession
- Continuous absenteeism or refusal to participate in training activities
- Lack of progress in your Training Program
- If you miss work without notifying your Supervisor
- Sleeping on the job
- Bullying or sexual harassment of any kind

If you face termination, notify your Coordinator immediately.

■ In Case of Accident or Injury

If you are injured while on the job, you must notify the worksite Supervisor immediately. Either you, or your Supervisor is required to fill out the top portion of the Worksite Accident Report Form. (A sample is in the Attachments on page 22.) The Form then goes to your Coordinator for completion and processing.

If you should need to go directly to a doctor or hospital for care, list the Northwest Workforce Council as the employer when filling out the insurance forms provided by the doctor or hospital.

You are covered by Washington State Industrial Insurance which provides for work- related injuries only. No other health insurance is provided.

You must notify your Coordinator within 24 hours of an accident or injury.

If you are under the age of 18, and need medical attention, the completed Authorization for Emergency Medical Treatment of a Minor Form must accompany you to the doctor or hospital.

This Form and your completed Emergency Medical Information Form are kept in the worksite folder. A sample of the Emergency Medical Information Form is located in the Attachments on page 23; a sample of the Authorization for Emergency Medical Treatment of a Minor Form is located in the Attachments on page 24.

■ COVID-19 Prevention

The Department of Labor & Industries (L&I) requires employers to provide a safe and healthy workplace and to implement the Governor's proclamation to ensure coronavirus prevention. Supervisors must ensure physical distancing for trainees; frequent and adequate trainee handwashing; appropriate provision of personal protective equipment (PPE) including masking as appropriate, and that sick trainees stay home.

During orientation, Coordinators will provide you with general workplace safety education about COVID-19 and how to prevent transmission. Your worksite supervisor must educate you on the COVID-19 prevention procedures specific to the worksite. These procedures must be described in your training site's COVID-19 Worksite Safety Guidance.

In the event that you have been exposed to COVID-19, you must contact the worksite Supervisor and notify your Coordinator within 24 hours

Payroll

■ Pay Periods and Time Records

The Northwest Workforce Council is your employer and pays your wages. All accounting and payroll is handled by the NWC.

Pay periods are two weeks long, beginning Saturday at 12:01 a.m. and ending Friday at midnight. At the end of the two-week period, a Worksite Time Record must be turned in. The paycheck for this pay period will be direct deposited to your bank account by the following Friday.

Your record of hours of work and other approved activities must be recorded daily on the NWC's Worksite Time Record Form. These are kept at the worksite and must be signed by both you and your Supervisor. Worksite Time Records are submitted electronically to your Coordinator.

If a Worksite Time Record is not turned in on time or is not signed and approved by all parties, you will have to wait until the next payday to receive a check. You and your work site supervisor will be given an electronic copy and a supply of Worksite Time Record forms. Please contact your Coordinator for more forms before your supply is depleted or if your information requires updating in which case a new set of Time Record Forms will be made available. It is the Trainee's responsibility to complete and submit their time record on time.

■ Work Schedule

You shall not work more than eight (8) hours per day. You shall work no more than five (5) days a week and no more than forty (40) hours in a week (Saturday through Friday).

Your specific work schedule is detailed in the Worksite Agreement. Under certain circumstances, a waiver may be granted to you to work four 10-hour days. However, no schedule revisions may be made without first contacting your Coordinator and getting prior, written approval. The Worksite Agreement will detail any specific classes and activities which you are scheduled to attend. If you do not attend required NWC program activities, you are not permitted to work that day. *If you do work on these days, you will not be paid.*

If a scheduled work time is missed, please indicate ONLY excused or unexcused on the Worksite Time Record. Under no circumstances document illness, injury, or medical information. Any day missed will not be included in the total hours worked for that particular pay period.

Your wages represent payment for the hours you have worked.

You are NOT to be solicited to pay dues and are not required to buy supplies, arrange for insurance, or to deduct any monies whatsoever from your paychecks for participating in NWC's training programs.

■ Your Worksite Time Record Responsibilities

Supervisors are responsible for verifying accurate time and attendance records are kept for each Trainee. It is very important that your Worksite Time Record is completed correctly. You need to be aware of the following:

- Make sure that the hours worked for each day are *actual hours* on the job.
- Mark the number of hours on the Worksite Time Record in the spaces marked "Work Hours" (Do not use 'X').
- Time should be reported to the nearest quarter hour; express partial hours as decimals, not fractions (.25, not 1/4).
- Hours of attendance in other approved program activities (school, workshops, etc.) are reported on a separate Training Time Record. Training Time Records must have authorizing signature in order to be paid.
- Hours for lunch are not work hours; you do not get paid for lunch.
- Work hours are recorded daily. It is the supervisor's responsibility to ensure all hours recorded in advance as worked by you actually occur.
- Your progress is noted on the Worksite Time Record each pay period as either Progress Satisfactory or Needs Improvement.
- Review the Worksite Time Record for completeness and accuracy before signing.
- In the event that hours need to be adjusted (up or down), the Supervisor must call the Coordinator assigned to the worksite before the close of business on the Monday following the end of the pay period on Friday.

Your Supervisor or alternate Supervisor must review the accounting of work time with you and then sign your Worksite Time Record to verify hours worked. **Worksite Time Records will not be processed without both the Supervisor and Trainee's signatures.** Your Coordinator will also review the Worksite Time Record and consult with the Supervisor if there are any questions.

Make sure that all Worksite Time Records are filled out **in ink**. Penciled entries are not acceptable. Worksite Time Records with erasures, cross outs, corrections, etc., will not be processed unless the correction(s) are explained on the Time Record and initialed by the Supervisor or Coordinator. Worksite Time Records with white-out will not be accepted. Incorrect or incomplete Time Records will cause delays.

Worksite Time Records that are completed on time and are accurate will ensure you receive your paycheck on time.

Please submit documents in any of the following manner:

1. Scan the signed time record, including a completed progress report and provide this completed time record via email to the NWC Coordinator working with you to their email:

_____@workforcenorthwest.org;

OR

2. Fax the signed and completed time record and progress report to 360-671-4948;

OR

3. For training agencies that do not have access to either a fax or scanner, a smart phone picture of the signed time record and progress report sent via email to the NWC Coordinator working with your trainee.

Please make sure you have current and updated address on the time record. Paychecks will be directly deposited in your bank account.

A sample Worksite Time Record appears in the Attachments on page 25.

A copy of the Payroll Schedule is in your worksite folder and a Sample Payroll Schedule appears in the Attachments on page 26.

■ Your Paycheck

If your Worksite Time Record is filled out correctly and turned in on time, you will receive a paycheck directly deposited to your bank account by the following Friday. You will receive an email approximately 2 days before pay day with a notification that the deposit has been made and a paycheck voucher for the period attached. The voucher is not a check.

Your voucher consists of two parts: a “Direct Deposit Advice” and an “Earnings, Deductions, Worker’s Compensation” statement. The Statement shows deductions taken out for federal income tax, Social Security, Medicare, the WA Cares Fund, and workers compensation taxes, including supplemental pension, medical aid and industrial insurance.

Your paycheck may, under some prearranged circumstances, be mailed to the address shown on your Worksite Time Record. If your mailing address has changed, tell your Coordinator immediately and mark the change of address on your Worksite Time Record.

■ Late Paychecks

Your check will be direct deposited in your bank account by Friday. If, under special circumstances, are receiving your check by mail, it will be mailed out Thursday evening from Bellingham and will normally reach you on Friday or Saturday. If by Wednesday you have not received your check, call your Coordinator. After making sure your check was processed normally, your Coordinator will request a stop payment and a new check will be sent to you. This takes about four days.

■ W-2 Form

The W-2 Form is a statement of your yearly earnings and total taxes that have been deducted from your paychecks. Your W-2 will be mailed to you in January. Please notify the NWC if your address changes between the time you leave your Training Program and the time the W-2 is mailed out. The W-2 is an important document that you need in order to fill out a tax return. A sample W-2 is located in the Attachments on page 28.

Finally

You may be scheduled to attend training activities other than work. Your Worksite Agreement will show the dates and times. Other training opportunities may become available. Attendance and participations will be coordinated with your Worksite Supervisor and your work schedule.

You are NOT authorized to work on any day where you do not attend a scheduled training activity as well.

Attachments of Sample Documents

Work Readiness Profile	18-19
Workforce Skill Standards	20
Foundation Skills	21
Worksite Accident Report Form	22
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Northwest Workforce Council Work Readiness Profile

Trainee _____ Job Title _____ Coordinator _____

Completed by the Trainee's supervisor, the Work Readiness Profile will help evaluate the Trainee's attainment of basic work readiness skills.

Objectives

- Develop and evaluate the critical learning skills and behaviors that will help bring about success in the workplace.
- Set the standards and expectations of the trainee's performance, work ethic and attitude.

Directions

- For each evaluation area, there is a rating that describes the trainee's performance: Below Satisfactory, Improving, Satisfactory, and Above Satisfactory
- Place the number associated with the rating in the "Score" column for each area and add comments as necessary.

1. COMMITMENT TO QUALITY – Gives best effort, evaluates work, and completes work to quality standards and/or expectations.

Below Satisfactory =1	Improving =2	Satisfactory =3	Above Satisfactory =4
Rarely gives best effort, does not evaluate work and rarely responds to feedback. Work is completed inconsistently and quality is often unsatisfactory. Problems exist which may lead to discipline or termination.	Usually gives best effort, evaluates work, and utilizes feedback. Consistently meets expected standards. Problem areas are being worked on.	Consistently gives best effort, evaluates work, and utilizes feedback. Completes work to quality standards. Meets expected standards.	Exceeds quality standards. Gives best effort, evaluates work and fully utilizes feedback. Exceeds expected standards.

SCORE: _____ Additional Comments: _____

2. WORK HABITS – Displays initiative, flexibility, and time management.

Below Satisfactory =1	Improving =2	Satisfactory =3	Above Satisfactory =4
Reluctant to begin work or remain on task. Time often not used well. Poor reaction when given new assignments. Problems exist which may lead to discipline or termination.	Usually begins and remains on task. Needs occasional prompting. Good use of time. Usually adjusts well to new assignments and situations. Problem areas are being worked on.	Consistently begins and remains on task without prompting until the work is completed. Uses time effectively. Consistently adjusts well to new situations. Meets expected standards.	Exemplary work habits. Begins and remains on task until the work is completed. Maximizes time available. Very flexible adjusting to new assignments and shows initiative. Exceeds expected standards.

SCORE: _____ Additional Comments: _____

3. **COMMUNICATION** – Reads with comprehension, writes with skill, and communicates effectively and responsibly in a variety of ways and settings.

Below Satisfactory =1	Improving =2	Satisfactory =3	Above Satisfactory =4
Seldom understands and interprets information accurately. Communication is vague and unorganized. Minimal use of available resources. Lack of effort evident. Problems exist which may lead to discipline or termination.	Usually <u>makes an attempt</u> to understand and interpret information correctly. Demonstrates some ability to communicate clearly and in an organized manner. Inconsistently accesses appropriate resources. Problem areas are being worked on.	Consistently understands and interprets information accurately. Presents information in a clear and organized manner using appropriate methods and resources. Meets expected standards.	Exemplary skills in understanding and interpreting information accurately. Communicates in a clear, <u>organized</u> and engaging manner using a variety of methods and resources. Communicates effectively in a variety of situations. Exceeds expected standards.

SCORE: ____ Additional Comments: _____

4. **INTERPERSONAL EFFECTIVENESS** – Works effectively with others and contributes productively as a member of a work team.

Below Satisfactory =1	Improving =2	Satisfactory =3	Above Satisfactory =4
Demonstrates inappropriate interpersonal behaviors. Improvement needed in treating others with respect. Rarely contributes to group efforts. Problems exist which may lead to discipline or termination.	Usually shows positive interpersonal behaviors. Generally ineffective in treating others. Makes some contribution to group efforts. Problem areas are being worked on.	Consistently shows positive interpersonal behaviors and is always respectful. Contributes significantly to group efforts. Meets expected standards.	Facilitates positive group dynamics and respectful environment. Demonstrates leadership that plays a significant role in the success of group. Exceeds expected standards.

SCORE: ____ Additional Comments: _____

5. **ATTENDANCE AND PUNCTUALITY** – Contributes to the work environment in a consistent and responsible manner.

Below Satisfactory =1	Improving =2	Satisfactory =3	Above Satisfactory =4
Excessive level of absences or tardiness. Poor notification. Minimal signs of efforts to improve. Absences and lateness limit opportunities to contribute and consistently impact performance. Problems exist which may lead to discipline or termination.	Usually on time and present. Absences and tardiness still impact performance. <u>Making an effort</u> to improve attendance and punctuality. Needs improvement in notification of absence or tardiness. Problem areas are being worked on.	Consistently on time and present. If late or absent, notification is given in a timely manner. Meets expected standards.	Exemplary self-discipline related to attendance, <u>punctuality</u> and notification. Has made a commitment to attendance and punctuality and has perfect or near perfect record in both. Exceeds expected standards.

SCORE: ____ Additional Comments: _____

Worksite Supervisor Signature _____

Trainee Signature _____

Date _____

Work Readiness Profile.doc Revised 12/2/2021



WORKFORCE SKILL STANDARDS

Employers Hire People Who Have These Skills:

RESOURCES

- ☐ **Time**
 - Articulates the organization's expectations for attendance and punctuality & adheres to them.
- ☐ **Money**
 - Uses or prepares budgets.
- ☐ **Materials & Facilities**
 - Acquire, store and distribute materials, supplies, parts equipment, space or final products efficiently.
- ☐ **Human Resources**
 - Distributes work, evaluates performance and provides feedback.

INTERPERSONAL SKILLS

- ☐ **Participates as a Team Member**
 - Works Cooperatively with others.
 - Contributes to group with ideas and suggestions.
 - Encourages and motivates an individual or group.
 - Demonstrates speaking, listening, writing and interacting skills sufficient to participate as an effective team member.
 - Communicates thoughts, feelings and ideas to justify a position.
- ☐ **Teaches Others**
 - Effectively organizes and presents information to teach others.
- ☐ **Serves Customers / Clients**
 - Works and communicates with clients and customers to satisfy their expectations.
 - Presents self in a positive manner.
- ☐ **Exercises Leadership**
 - Encourages, negotiates, and motivates an individual or group.
 - Responsibly challenges existing procedures, policies or authority.
- ☐ **Negotiates to Arrive at a Decision**
 - Works cooperatively with others to arrive at a decision.
 - Communicates thoughts, feelings and ideas to justify a position.
- ☐ **Works With Cultural Diversity**
 - Works well with all genders and with a variety of ethnic, social or educational backgrounds.

TECHNOLOGY & TOOLS

- ☐ **Selects Technology**
 - Understands various technologies to select which set of procedures, tools and/or machines produce desired results.
- ☐ **Applies Technology to Task**
 - Selects and analyzes information and communicates the results to others.
 - Selects and applies the most effective technologies to accomplish a task.
- ☐ **Maintains & Troubleshoots Technology**
 - Prevents, identifies and solves problems related to maintaining and troubleshooting technology.

SYSTEMS

- ☐ **Understands Systems**
 - Organizes, processes and maintains written or computerized records and other forms of information to better function within the system.
 - Articulates expectation for functioning within the social or organizational systems.
 - Identifies employer expectations and acceptable work behaviors and their effects.
- ☐ **Monitors & Corrects Performance**
 - Distinguishes trends.
 - Predicts impact of actions on system operations.
 - Analyzes problems within the system or organization and takes necessary action to correct performance.
- ☐ **Improves & Designs Systems**
 - Makes suggestions to modify existing systems to improve products or services.
 - Develops new or alternative systems.

INFORMATION

- ☐ **Acquires & Evaluates Information**
 - Identifies employer expectations and acceptable work behaviors.
 - Acquires community resources to achieve personal needs.
 - Identifies employer expectations for safe, efficient and productive use of equipment.
- ☐ **Organizes & Maintains Information**
 - Organizes, processes and maintains written or computerized records and other forms of information in a systematic fashion.
- ☐ **Interprets & Communicates Information**
 - Selects and analyzes information to make decisions and/ or to use forms and/or documents.
 - Communicates thoughts, feelings and ideas to justify a position.
 - Selects and analyzes information and communicates the results to others.
 - Effectively interprets and presents information during interviews and while teaching others.
- ☐ **Uses Computers to Process Information**
 - Employs computers to analyze and communicate information.
 - Organizes, processes and maintains computerized records and other forms of information.
 - Selects and analyzes information and communicates the results to others using computers.



WorkSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service: 711.

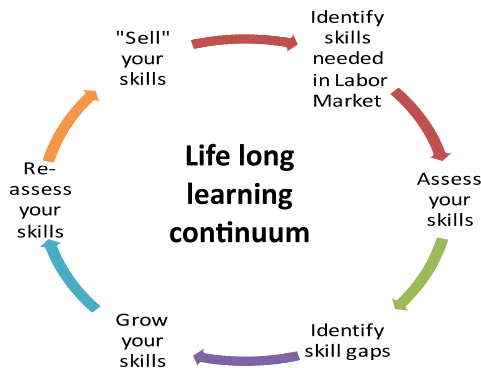
Revision 09/21/17



FOUNDATION SKILLS

Employers Need People Who Have These Skills:

The **Foundation Skills** and **Workforce Skill Standards** represent the skills, attributes and characteristics employers in this community are looking for when hiring and promoting workers.



THINKING SKILLS

- ☐ **Creative Thinking**
 - Uses imagination freely; combines ideas or information in new ways, makes connection between seemingly unrelated ideas, and reshapes goals in ways that reveal new possibilities.
- ☐ **Decision Making**
 - Specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.
- ☐ **Problem Solving**
 - Recognizes that a problem exists (and that there is a discrepancy between what is and what should or could be); identifies possible causes; creates, implements, and revises plan.
- ☐ **Seeing Things in the Mind's Eye**
 - Organizes and processes symbols, pictures, graphs, objects or other information; for example, sees a building from a blueprint or the taste of food from reading a recipe.
- ☐ **Knowing How to Learn**
 - Recognizes and applies new knowledge and skills in both familiar and changing situations and is aware of learning tools (e.g. learning styles), formal learning strategies (e.g. note taking), and informal learning strategies (e.g. awareness of unidentified false assumptions that may lead to faulty conclusions).
- ☐ **Reasoning**
 - Discovers a rule or principle underlying the relationship between two or more objects; uses logic to draw conclusions.

BASIC SKILLS

- ☐ **Reading**
 - Locates and interprets technical vocabulary and key messages from written information in prose and documents.
- ☐ **Writing**
 - Communicates thoughts and key information in writing; records information completely and accurately.
- ☐ **Arithmetic**
 - Performs basic computation and makes estimates without a calculator; uses basic numerical concepts, including whole numbers, percentages, charts, etc. to display information.
- ☐ **Mathematics**
 - Approaches practical problems using mathematical techniques; expresses mathematical concepts orally and in writing; and understands the role of chance in the occurrence and prediction of events.
- ☐ **Listening**
 - Receives, interprets and responds appropriately to verbal messages and other clues such as body language; for example, to comprehend, to learn, to critically evaluate, to appreciate, or to support the speaker.
- ☐ **Speaking**
 - Organizes ideas and speaks clearly; communicates appropriate to listeners and situations; participates in conversations, discussions and group presentations; asks questions when needed.

PERSONAL QUALITIES

- ☐ **Responsibility**
 - Exerts a high level of effort and perseverance toward goal attainment; works hard to become excellent at doing tasks even when assigned an unpleasant task.
- ☐ **Self-Esteem**
 - Believes in own self-worth and maintains a positive view of self; demonstrates knowledge of own skills and abilities.
- ☐ **Social**
 - Demonstrates understanding, friendliness, adaptability, empathy and politeness in new and on-going group settings; asserts self in familiar and unfamiliar social situations.
- ☐ **Self-Management**
 - “Self-starter”; assesses own abilities accurately and sets well-defined and realistic personal goals; monitors progress toward goals and motivates self; exhibits self-control (responds unemotionally and non-defensively).
- ☐ **Integrity and Honesty**
 - Can be trusted; recognizes when faced with making an honest or dishonest decision based on values; understands the impact of violating organizational beliefs and chooses an ethical course of action.



WorkSource Skagit
2005 E. College Way, Mount Vernon

WorkSource Whatcom
101 Prospect Street, Bellingham

WorkSource Whidbey
265 NE Kettle St. Ste. 102, Oak Harbor

Northwest Workforce Council

PO Box 2009 (101 Prospect Street), Bellingham, WA 98227 - 360.676.3209 • 2005 E. College Way, Mount Vernon, WA 98273 - 360.416.3600
265 NE Kettle St., Ste. 102, Oak Harbor, WA 98277 - 360.675.5966 • PO Box 1696 (540 Guard Street #210), Friday Harbor, WA 98250 - 360.378.4662
- www.nwboard.org -

Name of Trainee _____

ACCIDENT REPORT

Date & Time of Injury: _____

Location: _____

Describe How The Injury Occurred:

Action(s) Taken:

(OK to continue on back of form)

Completed by: _____ Date: _____

Please submit this form to your supervisor within 24 business hours of incident

Information Below to be Completed by Supervisor

Trainee Worksite Information:

Job Title: _____

Worksite: _____

Supervisor: _____

Hours work per day: _____

Hours work per week: _____

Hourly wage: _____

Is time loss from work going to be a result of the injury? ____ No ____ Yes

Was injured worker a minor? ____ No ____ Yes

Were Minor Regulations violated? Explain:

Staff Signature: _____ Date: _____

Revised December 12/3/2021

Emergency Medical Information

Name: _____ Age: _____

Phone: _____ Cell Phone: _____

Doctor: _____ Dr. Phone: _____

Date of last tetanus immunization: _____

Do you have any functional limitations (e.g., lifting, standing, reading fine print) or items/environments you need to avoid (e.g., bees, latex, fragrance)? Please list them:

If there is a work-related accident or injury and the above individual requires medical attention, the person should be taken to a doctor or hospital emergency room.

This person is covered by Labor and Industries Industrial Insurance and the EMPLOYER should be listed as Northwest Workforce Council. You must contact Northwest Workforce Council within 24 hours of the injury.

IN CASE OF EMERGENCY PLEASE CONTACT

Name: _____ Relationship: _____

Phone: _____ Cell Phone: _____

Revised 10/2016

Authorization for Emergency Medical Treatment of a Minor

The person who signs below gives consent and authorization for emergency medical treatment by any licensed physician for:

(Name)

Permission is given for the administration of necessary treatment when the parent (s) or guardian cannot be reached. This consent may include, but is not limited to:

- Use of necessary anesthetics
- Medical treatment
- Test X-ray examinations
- Transfusion
- Injection
- Performance of any surgical procedures thought to be necessary.

I understand that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required.

This consent is being given to provide authority to the attending physician so that the physician's best judgement may be exercised in the event of an accident or emergency.

Signature of parent

date

OR

Signature of legal guardian

date

Revised 10/2016

WORKSITE TIME RECORD

COUNTY: Choose an item. ACTIVITY: Choose an item. PROGRAM: Choose an item. PROGRAM: Choose an item.

WORKSITE TYPE: Choose an item. WAGE: COORDINATOR: START DATE:

WORKSITE:

SUPERVISOR:

ALT. SUPERVISOR:

Click or tap here to enter text.
(Last Name, First Name, Middle Initial)
Click or tap here to enter text.
Mailing Address
Click or tap here to enter text.
City, Zip code
☐ ADDRESS HAS CHANGED

1. Correct any errors or changes in your address
2. Time Record must be filled out in **INK, LEGIBLE, NO WHITEOUT**
3. Time is to be entered in decimals (.25, .5, .75), round up
4. Only enter **actual** hours worked in the row marked "A. Hours Worked"
5. Corrections are crossed out with a **single line** and **initialed by BOTH the trainee and the supervisor**
6. If a scheduled work time is missed, please indicate **ONLY excused or unexcused** and include "Performance Comments" at the bottom of the page.

PAY PERIOD BEGINNING AND ENDING

A. Hours Worked	DAY	SAT	SUN	MON	TUES	WED	THU	FRI	SAT	SUN	MON	TUES	WED	THU	FRI
	DATE														

SUPERVISOR SIGNATURE

*In addition to direct job supervision, the trainee received _____ hours coaching/mentoring this pay period.

TRAINEE SIGNATURE

☐ Progress is satisfactory

☐ Needs Improvement

COORDINATOR INITIALS

PERFORMANCE COMMENTS:

CHECK IF Absence(s): ☐ EXCUSED ☐ UNEXCUSED

FISCAL USE ONLY. TOTAL HOURS WORKED:

Northwest Workforce Council

PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

I authorize Northwest Workforce Council and the financial institution named below to automatically deposit my net pay to my account(s) (this includes my authorization to Northwest Workforce Council to reverse any entries made in error). This authority will remain in effect until I give written notice to cancel.

<hr/>		<hr/>	
Employee Name (please print)		Social Security Number	
<hr/>		<hr/>	
Signature		Date	
<hr/>		<hr/>	
<hr/>			
1. Primary Account: <i>Checking*</i> / <i>Savings</i> (Circle One)		<i>*If checking, please attach a voided check.</i>	
<hr/>	<hr/>	<hr/>	<hr/>
Bank Name	Routing Number	Account Number	\$ Amount
<hr/>			
2. Secondary Account: <i>Checking*</i> / <i>Savings</i> (Circle One)		<i>*If checking, please attach a voided check</i>	
<hr/>	<hr/>	<hr/>	<hr/>
Bank Name	Routing Number	Account Number	\$ Amount
<hr/>			
3. Other Account: <i>Checking*</i> / <i>Savings</i> (Circle One)		<i>*If checking, please attach a voided check.</i>	
<hr/>	<hr/>	<hr/>	<hr/>
Bank Name	Routing Number	Account Number	\$ Amount
<hr/>			
4. Other Account: <i>Checking*</i> / <i>Savings</i> (Circle One)		<i>*If checking, please attach a voided check.</i>	
<hr/>	<hr/>	<hr/>	<hr/>
Bank Name	Routing Number	Account Number	\$ Amount

Sample Paycheck and Earnings Statement:

Northwest Workforce Council
P.O. Box 2009
Bellingham, WA 98227-2009

Direct Deposit Advice

7256

12/02/2021

Bank Account Number	Amount
xxxxx9472	1004.35

Jane Trainee
2222 Main St
Bellingham, WA 98225

Net Pay 1004.35

Not Negotiable

Employee Name: Jane Trainee Social Security: xxx-xx-1234 12/02/2021 7256

Earnings, Deductions, Worker's Compensation				
Code	Rate	Hours	Amount	YTD Amount
Wages	15.00	80.00	1,200.00	6,000.00
4904 EE	0.08	80.00	6.40	32.00

Taxes			
Code	Current	YTD	YTD Tax Earnings
FIT	100.00	500.00	6000.00
SS	74.40	372.00	6000.00
MC	17.40	87.00	6000.00
LWT-WPF...	3.85	19.52	6000.00

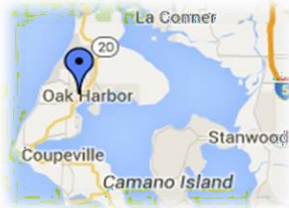
Pay Period:	11/13/2021 - 11/26/2021	Earnings	1,200.00	Benefits	0.00	Taxes	195.65
		Deductions	0.00	Workers' Comp	6.40	Net Pay	1004.35

Wage and Tax Statement 2001		Department of the Treasury—Internal Revenue Service		Employer's State, City, Local or File Copy	
b. Employer Identification number 1545-0000		1. Wages, tips, other compensation		3. Federal income tax withheld	
c. Employer's address and ZIP code Northwest Workforce Development Council PO Box 2009 Bellingham, WA 98227		5. Social security wages		4. Social security tax withheld	
d. Employer's social security number		6. Medicare wages and tips		8. Medicare tax withheld	
e. Employee's name, address, and ZIP code Your Name 1234 Fifth Street Anyberg, WA 98000		7. Social security tips		9. Allocated tips	
		9. Advance EIC payment		10. Dependent care benefits	
		11. Nonqualified plans		12a	
		13a		13b	
		14 Other		13c	
				13d	
16. Sex		17. State income tax	18. Local income tax	19. Local income tax	20. Locally determined

WorkSource Center Locations

Island County

265 NE Kettle Street, Suite 102
Oak Harbor, WA 98277
Phone: 360.675.5966
Fax: 833.572.8426



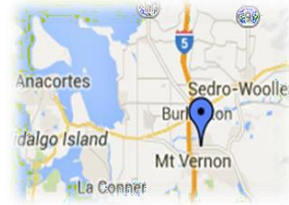
San Juan County

Career Center
540 Guard Street, #210
Mail To:
P.O. Box 1696
Friday Harbor, WA 98250
Phone: 360.378.4662
Fax: 360.378.8662



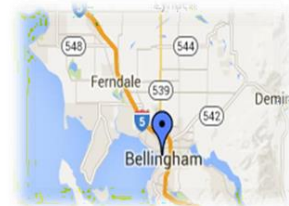
Skagit County

2005 East College Way
Mount Vernon, WA 98273
Phone: 360.416.3600
Fax: 360.428.6983



Whatcom County

101 Prospect Street
Mail To:
P.O. Box 2009
Bellingham, WA 98227
Phone: 360.676.1521
Fax: 360.671.4948



OR

Email info@nwc-connect.org

Your Northwest Workforce Council (NWC) staff Coordinator: _____

Email: _____@workforcenorthwest.org

Phone: _____