



145 Pavilion Lane
 Youngwood, PA 15697
 724-755-2145

2020 Summer Internship Program*

Internship Job Description

Please review the COVID-19 update page regarding the Experience Works! PLUS Internship Program

Company Name	
Address	
City, State, Zip	
Number of Employees	
Web Address	
Contact Person Name	
Contact Person Title	
Contact Person e-mail	
Neighborhood or Municipality	

Please remain aware that the Westmoreland-Fayette Workforce Investment Board has the right to judge if this internship opportunity fits the program based on the internship aligning closely to the intern's major/field of interest at their post-secondary institution.

Internship Job Title:	
Expected start date of intern	
Describe the intern's major responsibilities or tasks:	
Please identify/indicate any or all of the intern's responsibilities that can be completed remotely if need be.	
Describe the critical skills and aptitudes required to perform these tasks:	
Describe how you will measure the intern's work performance:	
Describe what the student should expect to learn at your company:	



Who will supervise and mentor the Intern?	
Name	
Title	
Email	
Phone Number	

Check the areas that will be including in the Internship On-Boarding Process:	
<input type="checkbox"/>	Company Tour
<input type="checkbox"/>	Job Shadowing
<input type="checkbox"/>	Self-Guided Training
<input type="checkbox"/>	On the Job Training
<input type="checkbox"/>	Other:

Describe the Intern's Schedule:

Check the areas that may be applicable for this internship opportunity and that qualify as match:	
<input type="checkbox"/>	The internship opportunity will provide the intern with industry recognized credentials and training.
<input type="checkbox"/>	We plan to let the intern continue working and be paid with our funds past their 8 weeks if we are pleased with their performance.
<input type="checkbox"/>	We have other paid interns currently working that are not involved in the Experience Works PLUS! Program.
<input type="checkbox"/>	We are able to pay the intern overtime hours (+40 hours/week) if they wish to do so/if requested.
<input type="checkbox"/>	We would be willing to raise our intern's hourly rate (for example, \$11.00 to \$12.00) using our own funds.

Please Submit Completed Internship Job Description to:

Janet Ward
Westmoreland-Fayette Workforce Investment Board
jward@westfaywib.org