



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

## 2023 Experience Works! PLUS Internship Job Description

<b>Company Name</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Number of Employees</b>	
<b>Web Address</b>	
<b>Contact Person Name</b>	
<b>Contact Person Title</b>	
<b>Contact Person e-mail</b>	
<b>County</b>	

The Westmoreland-Fayette Workforce Investment Board has the right to determine if this internship opportunity will be approved under the parameters of the Experience Works! PLUS Internship Program. Please note: The Westmoreland-Fayette Workforce Investment Board is unable to approve any position which is political or religious in nature.

<b>Internship Job Title:</b>	
<b>Expected start date of intern</b> (please note: no internships may start before all application processes are completed):	
<b>Describe the intern's major responsibilities or tasks:</b>	
<b>Please identify/indicate any or all of the intern's responsibilities that can be completed remotely if need be.</b>	
<b>Describe the critical skills and aptitudes required to perform these tasks:</b>	
<b>Describe how you will measure the intern's work performance:</b>	
<b>Describe what the student should expect to learn at your company:</b>	



<b>Who will supervise and mentor the Intern?</b>	
Name	
Title	
Email	
Phone Number	
<b>If applicable, is anyone currently employed at the worksite related to the potential intern?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>If yes, please explain:</b>	
<b>Check the areas that will be including in the Internship On-Boarding Process:</b>	
	Company Tour
	Job Shadowing
	Self-Guided Training
	On the Job Training
	Other:
<b>Describe the Intern's Schedule:</b>	
<b>Check the areas that may be applicable for this internship opportunity and that qualify as match:</b>	
	The internship opportunity will provide the intern with industry recognized credentials and training.
	We plan to let the intern continue working and be paid with our funds past their 10 weeks if we are pleased with their performance.
	We have other paid interns currently working that are not involved in the Experience Works PLUS! Program.
	We are able to pay the intern overtime hours (+40 hours/week) if they wish to do so/if requested.
	We would be willing to raise our intern's hourly rate using our own funds.

**COVID-19 Safety Agreement:**

Worksites participating in the Westmoreland-Fayette Workforce Investment Board's Experience Works! PLUS Internship Program must follow state, Center for Disease Control and Prevention's (CDC), and Department of Health's (DOH) guidance detailing how to conduct business and in-person operations. Guidance is subjected to all businesses, including non-profits. All businesses must also follow CDC and DOH guidance for social distancing and cleaning.

By checking below, it confirms that the participating Experience Works! PLUS worksite is adhering and will continue to adhere to COVID-19 guidance to ensure the safety of all employees and interns. Furthermore, checking below confirms that the worksite possesses a COVID-19 Safety Plan that it follows and makes easily available for all employees and interns to read and access.

- I confirm, as a representative of the organization listed above, that the applying worksite currently possesses and follows a COVID-19 Safety Plan that has been made easily available for all employees and interns.
- By selecting this box, I consent to email communications updating me on interns seeking internships, program milestones, and success stories.

**Please Submit Completed Internship Job Description to: [EWP@westfaywib.org](mailto:EWP@westfaywib.org)**



Westmoreland-Fayette Workforce Investment Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For federal funding information, please visit [westfaywib.org/resources](http://westfaywib.org/resources).