

Welcome and thank you for your interest in providing opportunities for summer youth employment. Here are the general steps:

1. Fill out the attached form and fax to Workforce Essentials, Inc. (WFE) at (931) 551-9026.
2. Once received, a WFE employee will contact you to arrange a meeting to further discuss youth employment opportunities.
3. During the month of May, final determination will be made to match summer youth to your positions.
4. In May, your Worksite Supervisors will attend a training session on summer youth requirements. Topics will include performance, paychecks, child labor laws, etc.
5. Approximately June 8<sup>th</sup>, WFE will escort the prepared youth to your agency/company for introduction and start of work.
6. Your agency/company will be responsible for general supervision at all times while youth are on the job.
7. Upon completion of the Summer Youth program, worksite supervisors will provide input to the WFE monitor as to the youth's overall performance.

More details will be discussed with you during the next step of this process. Please review the frequently asked questions page on this website.