What is the Work Experience Program (WEX)?
The purpose is to expose 16 – 24 year olds to different career paths and to help participants develop basic work skills.

What are the requirements to be a work site?
1) All businesses must be “Active” with the Department of Commerce & Consumer Affairs (DCCA) and/or in “Compliant” with the Department of Accounting and General Services.
2) A Work Site Agreement must be signed and notarized by the owner of the company.
3) A Work Site Application completed by or before participants will be considered for placement.

Who are the participants that we will work with?
All participants will attend a workshop that will cover the expectations of the Work Experience (WEX) Program and most work sites. Most of our participants do not have any work experience, so this might be their first job. Some might be attending school and have limited availability for afternoons, evenings and weekends.

How does my business benefit?
Each participant is allowed to work up to 30 hours a week for 12 weeks, which is the probationary period for most new hires. Participants are eager to learn new skills and be in the environment of their career interest. A Case Manager will support the employer and the participant.

Do the participants get paid?
Yes, the participants get paid $11 per hour with WHYP program funds. (Employers benefit from having extra workers at no cost.)

How is a participant selected for my business?
Participants are matched based on their skills, employment goals and general interests. Career assessments are completed to ensure that the correct career pathway activities are implemented for the individual participant. The information on the Work Site Application is an instrumental tool used to match participants with a work site. All potential placements will be schedule for a job interview to ensure both the employer and the participant will be a good fit.

What happens after the interview and the participant is selected?
On the first day of work the case manager will arrive with the participant a timesheet and two documents for your review and completion.
- Work Experience Participant Work Site Plan (Exhibit I)
- Sexual Harassment Policy (Exhibit II)

Can I have more than one WEX participant working at my company?
Yes

What happens after the 12 weeks of WEX?
We encourage employers to hire the participant, as their employee if they feel that the participant will be an asset to their company.

Does the business have support from the AJCH Youth Program?
Yes, the weekly timesheet includes a performance evaluation that should be used as a tool to let the Case Manager know if any issues need to be addressed, or you may call the Case Manager directly.

What should I do if the placement is not working out?
If you have mentored and counseled the participant and unable to correct behaviors, you can contact the assigned Case Manager or the WorkHawaii Youth Program Supervisor.