



Transitional Jobs Employer Worksite Review

Worksite: _____

Address: _____

Phone: _____

Supervisor: _____

Job Order #: _____ Position Title: _____

SITE ACTIVITIES	Yes	No
Does it appear that there will be sufficient activities for all participants requested?		
Does it appear that there will be adequate supervision?		
Does it appear that the supervisor is interested in the program and has a reasonable knowledge of the program?		
If the site is predominately outdoors, are alternative arrangements available for inclement weather?		
Are there sufficient materials, tools, and equipment for participants?		

SAFETY REVIEW	Yes	No
Does the site appear to have safe and sanitary conditions?		
Does the site have Employment/Labor Laws posted?		
Will the participant be performing activities around any hazardous materials?		
Does the site require the participant to wear safety gear?		
Does the site provide the necessary safety gear?		
What are the necessary items to be worn? (check if applicable)		
<input type="checkbox"/> goggles	<input type="checkbox"/> gloves	<input type="checkbox"/> boots
<input type="checkbox"/> hard hat	<input type="checkbox"/> shin guards	
<input type="checkbox"/> Other (specify): _____		

CareerSource Heartland Business Services Checklist	Yes	No
Employer has open Job Order.		
Attempts have been made to fill the open Job Order, without success.		
Business and position meet Transitional Training requirements.		
Wage rate meets regional requirements as specified in the Worksite Training Contract.		
Have any liens or judgements been filed against the employer?		
Comments: _____		

Employer Name: _____

Site recommended for program approval: Yes No

Name/Title of CareerSource Heartland staff completing review: _____

Signature/Date: _____