



PDX Youth@Work 2022 Program Overview

Participant submits Online Program Application

Attends Program Orientation
 WEX Application

Participant Signs Program Registration Documents
 Program Participation and Information Sharing Agreement
 EEO & SSN Disclosures
 Complete I-Trac Registration

Coach Matches Participant with a Work Experience or Learning Opportunity and Confirms Youth Acceptance

Liaison Submits Onboarding Ticket
Youth & Career Coach Complete Onboarding Process (Includes I-9 Verification)

Worksite Liaisons Notify Worksite Supervisor that Participant is Authorized to Begin Work

Worksite Supervisors & Participant Complete WEX Training Agreement (WEX Start Date)

At the End of Each Work Experience:
 Youth Survey
 Supervisor Evaluation
 Exit Meeting with Coach

Participant Completes Career Labs

