

Employer Information

1. Please conduct a basic orientation with your summer trainee the first day they begin their training experience. This should cover company expectations, including the dress code, training duties and your supervisory expectations.
2. Your summer trainee should arrive to work on time every day. Please do not hesitate to speak with your trainee about the importance of timeliness and avoiding tardiness.
3. Your summer trainee should be dressed appropriately while on the training site. Please correct any first time offenses immediately to prevent any future occurrences.
4. If there is a problem or concern regarding your summer trainee, please speak with them at your earliest convenience. We have found if the concern is appropriately discussed and resolved, frustrations less likely to build to a boiling point.
5. The trainee's Career Mentor will visit the training site every other week to discuss the summer trainee's progress, review the timesheet for accuracy, and monitor the training site to ensure that all activities are being conducted in a safe manner.
6. Please complete the Supervisor Evaluation and sign the summer trainee's timesheet for each bi-weekly pay period. It is the summer trainee's responsibility to follow the payroll schedule and make sure their faxed timesheet has been faxed in on time.
7. If there is an accident or injury involving the summer trainee, and it is an emergency, please immediately transport the summer trainee to the nearest medical facility and call the Career Mentor. If it is not an emergency, please immediately call the Career Mentor. The Career Mentor will be onsite as soon as possible to conduct an incident report. If the summer trainee needs a physician's release before returning to work, we will provide you with a copy and a list of conditions (if necessary) for returning to the training site. Summer trainees are not paid for days off due to illness or injury. They will only be paid for hours they work.

**Please call (909) 481-0270 or refer to your
Supervisor's Handbook for any additional questions.**

**For additional copies of this form, or for a copy of the Supervisor's handbook,
please visit our website: www.cinow.org and click on the Employers tab.**