

# HIRE LA's YOUTH

## Entering a Worksite Application

Worksite applications can be entered directly into the Hire LA Youth site

To enter an application, follow the steps below.

1. Select "Add New" from the "Worksites" menu
2. Select the program to add the new worksite to
3. Complete the information on the screen
4. Select "Save"
5. Select "Management" tab
6. Complete this information
7. Select "Add Staff" to add the staff. \*This number should equal the number entered for the question "How many staff will be responsible for supervising youth?"
8. Select "Schedules" tab
9. Select "Edit"
10. Complete the information on the screen
11. Select "Add New Job". \*Please note, the number of jobs must equal the number entered in the question "What is the total number of participants requested?"
12. Select "Certifications" tab
13. Select "Edit"
14. Complete the information on the screen. \*Go to the "Reports" tab to print out the Worksite Application and Site Assurances and Certifications Forms. Then, have the worksite sign it. Once you have accomplished this, you may check off that you have received the forms.
15. Select "Plan" tab
16. Select "Edit"
17. Complete the information

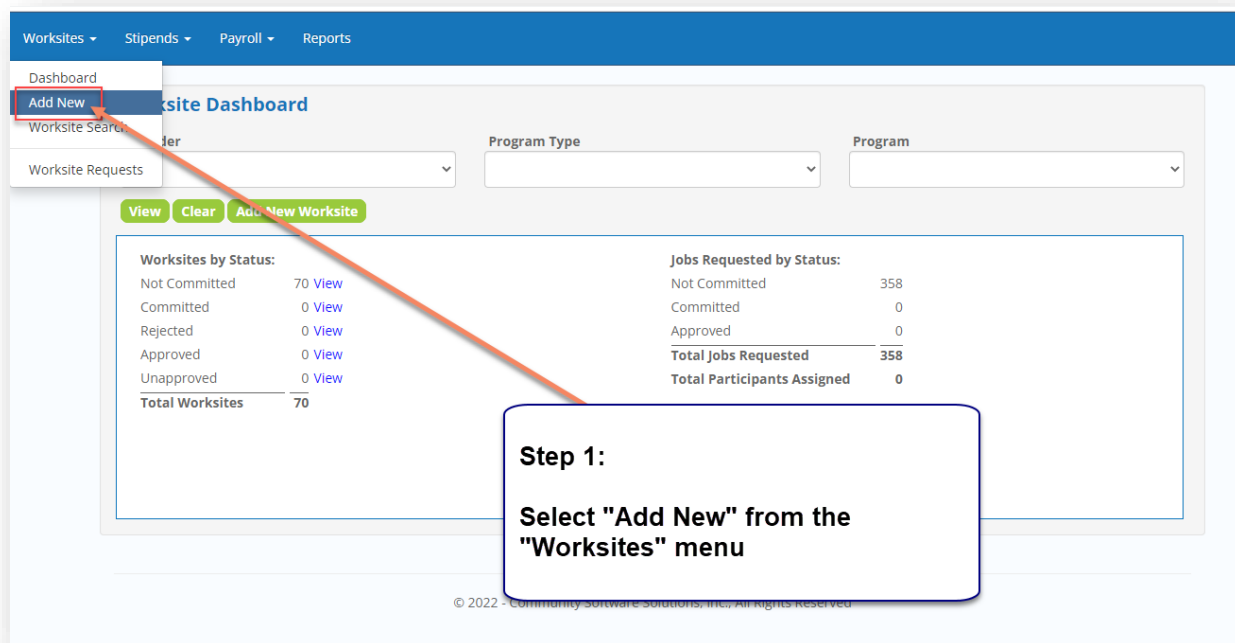
**18. Select the “Documents” tab**

**19. Select “Add Document” and add the signed “Site Assurances and Certifications Forms” and any other pertinent information**

**20. Select “Commit” tab**

**21. Select “Commit”. EWDD will evaluate your worksite application and either approve or reject it. If they approve it, you can then add participants to it and enter worksite monitoring notes.**

For a further description, please see the images provided below.



Select the program for the worksite

Provider  Program Type  Program

Program Name

Total Results: 86   Page 1 of 2   Records per page: 50

Program	Provider	Type	View
Angeleno Corps @ Boyle Heights Technology YouthSource Center	Boyle Heights Technology YouthSource Center	Angeleno Corps	<a href="#">View</a>
Angeleno Corps @ Brotherhood Crusade	Brotherhood Crusade	Angeleno Corps	<a href="#">View</a>
Angeleno Corps @ Catholic Charities, AYE Central YouthSource C...	Catholic Charities -- AYE Central YouthSource Ce...	Angeleno Corps	<a href="#">View</a>
Angeleno Corps @ Coalition For Responsible Community Develop...	Coalition For Responsible Community Develop...	Angeleno Corps	<a href="#">View</a>
Angeleno Corps @ El Proyecto San Fernando	El Proyecto San Fernando YouthSource Center	Angeleno Corps	<a href="#">View</a>
Angeleno Corps @ Para Los Ninos Central	Para Los Ninos Central YouthSource Center	Angeleno Corps	<a href="#">View</a>
Angeleno Corps @ Para Los Ninos East	Para Los Ninos East YouthSource Center	Angeleno Corps	<a href="#">View</a>
Angeleno Corps @ WILCAC	Watts Labor Community Action Committee (WLCAC)	Angeleno Corps	<a href="#">View</a>
City Pathways for Youth - Department of Recreation and Parks	Department of Recreation and Parks	City Pathways for Youth	<a href="#">View</a>
Clean LA @ CRCD	Coalition For Responsible Community Develop...	Clean LA	<a href="#">View</a>
College City Pathways - Archdiocese Youth Employment (AYE)	Catholic Charities -- AYE South YouthSource Cen...	LA Community College - City P...	<a href="#">View</a>
College City Pathways - Coalition For Responsible Community De...	Coalition For Responsible Community Develop...	LA Community College - City P...	<a href="#">View</a>

Step 2:  
Select the program to add the new worksite to

Step 3:  
Complete the information on the screen

Worksite: Add New Worksite

General

**General Information**

Provider: Boyle Heights Technology YouthSource Center  
Program: Hire LA @ Boyle Heights Technology YouthSource Center  
Cohort: Summer 2022

**Worksite Information**

Worksite Name \*  EIN #

Address \*  Apt

City \*  State \*  Zip Code \*

Region \*  Worksite Type \*  Phone Number \*

Worksite Sector \*  Industry \*

Business Description \*

Website

Miscellaneous

Step 4:  
Select "Save"

**Step 5:**  
Select "Management" tab

**Step 6:**  
Complete this information.

**Step 7:**  
Select "Add Staff" to add the staff.  
\*This number should equal the number entered for the question "How many staff will be responsible for supervising youth?"

**Step 8:**  
Select "Schedules" tab

**Step 9:**  
Select "Edit"

**Step 10:**  
Complete the information on the screen

**Step 11:**  
Select "Add New Job".  
\*Please note, the number of jobs must equal the number entered in the question "What is the total number of participants requested?"

**Step 12:**  
Select "Certifications" tab

Worksite: Erin's Skate Shop  
Hire LA @ Boyle Heights Technology YouthSource Center Not Committed: Summer 2022

General Management Schedules **Certifications** Plan Commit Documents Notes Reports

**Certification Information** Edit

Has this organization/agency been the subject of any federal, state or city investigation, criminal or civil action in the last five years? \*

By checking this box, I certify that I have received the completed Site Assurances and Certifications form containing the original signature of the site's primary representative. I further certify that I have received and reviewed the entire application and that all required questions have been answered. I understand that DYCD retains the right to review the records and any misrepresentations made by me shall be grounds for the termination of my contract.

Check here if you have a complete and signed Site Assurances and Certifications Form: \*

Please confirm that you have completed the Combined Worksite Agreement. \*

**Step 13:**  
Select "Edit"

**Step 14:**  
Complete the information on the screen

\*Go to the Reports tab to print out the worksite application and site assurances and certifications forms. Then, have the worksite sign it. Once you have accomplished this, you may check off that you have received the forms.

**Step 15:**  
Select "Plan" tab

Worksite: Erin's Skate Shop  
Hire LA @ Boyle Heights Technology YouthSource Center Not Committed: Summer 2022

General Management Schedules Certifications **Plan** Commit Documents Notes Reports

**Worksite Planning Practices -- COVID 19 for In-Person** Edit

Please indicate the name and contact information of your Safety Plan Site Monitor.

Last Name \*

First Name \*

Primary Phone \*  Ext:

Email \*

Please confirm youth and all staff will remain 6 ft. apart to adhere to all social distancing requirement. \*

Please confirm all staff and Hire LA participants in your establishment will be required to wear PPE, including but not limited to masks. \*

Does your organization have a COVID vaccine mandate? \*

Does your organization requires participants to have a booster shot? \*

Comments: Please include any additional details to be considered in your application.

**Step 16:**  
Select "Edit"

**Step 17:**  
Complete the information

**Step 18:**  
Select the  
"Documents" tab

Worksites: Erin's Skate Shop

Hire LA @ Boyle Heights Technology YouthSource Center Not Committed: Summer 2022

General Management Schedules Certifications Plan Commit Documents Notes Reports

**Documents**

List of Worksite's Documents.

Total Results: 0

File Name	Document Type	Type	Size	Created By	View	Delete
No data to display						

Add Document

**Step 19:**  
Select "Add Document" and add the signed Site Assurances and Certifications Forms and any other pertinent forms.

**Step 20:**  
Select  
"Commit" tab

Worksites: Erin's Skate Shop

Hire LA @ Boyle Heights Technology YouthSource Center Not Committed: Summer 2022

General Management Schedules Certifications Plan Commit Documents Notes Reports

**Commit**

Status History

Total Results: 2

Status	Note	Updated On	Updated By	View
Not Committed		07/26/2022	Erin C	<a href="#">View</a>
Not Committed		07/26/2022	Erin C	<a href="#">View</a>

Commit

**Step 21:**  
Select "Commit"

Worksite: Erin's Skate Shop

Hire LA @ Boyle Heights Technology YouthSource Center Committed: Summer 2022

General Management Schedules Certifications Plan **Commit** Documents Notes Reports

**Approve** **Reject**

Total Results: 3 Page 1 of 1 Records per page: 50

Status	Note	Updated On	Updated By	View
Not Committed		07/26/2022	Erin C	<a href="#">View</a>
Not Committed		07/26/2022	Erin C	<a href="#">View</a>
Committed		07/26/2022	Erin C	<a href="#">View</a>

EWDD will evaluate your worksite and either "Approve" or "Reject" it.

Once your site has been approved, you can assign participants.

To assign participants, select "Assignments" tab and then select "Add Participants"

Worksite: Erin's Skate Shop

Hire LA @ Boyle Heights Technology YouthSource Center Approved: Summer 2022

General Management Schedules Certifications Plan **Assignments** Commit Monitoring Documents Notes Reports

**Add Participants**

Total Results: 0 Page 1 of 0 Records per page: 50

Participant ID	Last Name	First Name	Phone	Start Date	End Date	View
No data to display						

Then, select "Add Participants"

**Worksite: Erin's Skate Shop**  
Hire LA @ Boyle Heights Technology YouthSource Center Approved: Summer 2022

General Management Schedules Certifications Plan **Assignments** Commit Monitoring Documents Notes Reports

**Worksite Assignment Maintenance** Exit

Filter  
Assigned to This Worksite  
Assigned to This Worksite  
Not Assigned to This Worksite  
**Not Assigned to Any Worksite**  
All

Age  
to

**Show** Clear

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Total Results: 0 Page 1 of 0 Records per Page: 50

Par. ID	Last Name	First Name	Age	Currently Assigned To
---------	-----------	------------	-----	-----------------------

Select "Not Assigned to Any Worksite" and then select "Show"

**Worksite: Erin's Skate Shop**  
Hire LA @ Boyle Heights Technology YouthSource Center Approved: Summer 2022

General Management Schedules Certifications Plan **Assignments** Commit Monitoring Documents Notes Reports

**Worksite Assignment Maintenance** Exit

Filter  
Not Assigned to Any Worksite

Participant ID Last Name First Name

Age to

**Show** Clear

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Total Results: 24 Page 1 of 1 Records per Page: 50

Par. ID	Last Name	First Name	Age	Currently Assigned To
			22	[None]
			23	[None]
			24	[None]
			24	[None]
			21	[None]
			20	[None]
			21	[None]
			24	[None]
			20	[None]
			22	[None]
			24	[None]
			24	[None]
			23	[None]
			24	[None]
			22	[None]
			19	[None]
			21	[None]
			24	[None]
			22	[None]
			22	[None]
			23	[None]
			22	[None]
			21	[None]
			24	[None]
			24	[None]

Select "Assign" for every participant you wish to assign.



Select "Monitoring" tab and then select "Add New Note"

Worksite: Erin's Skate Shop

Hire LA @ Boyle Heights Technology YouthSource Center Approved: Summer 2022

General Management Schedules Certifications Plan Assignments Commit **Monitoring** Documents Notes Reports

Monitoring Notes

Add New Note

Total Results: 0 First Prev Page 1 of 0 Next Last Records per page: 50

Date of Visit	Monitor Name	Note	View
No data to display			

Complete the information on the screen, then select "Save."

Worksite: Erin's Skate Shop

Hire LA @ Boyle Heights Technology YouthSource Center Approved: Summer 2022

General Management Schedules Certifications Plan Assignments Commit Monitoring **Documents** Notes Reports

Monitoring Note Details

Date of Visit \* Time of Visit \*  
  AM

Name of Monitor \* Name of Worksite Staff Interviewed \*

Number of Participants at Site During Visit \*

Note Detail

Save Cancel