

HIRE LA's YOUTH

Applying as a Worksite

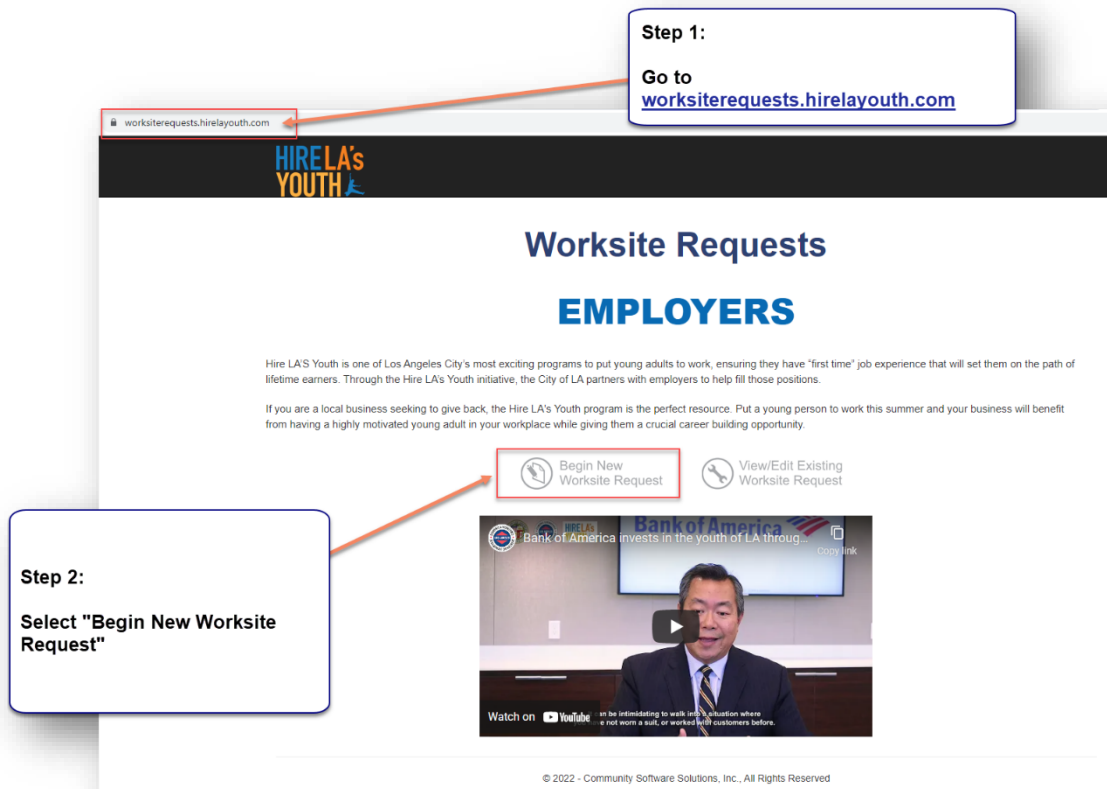
Worksite applications can be entered and sent to a Provider for participation in the HIRE LA's Youth Program.

To enter an application, follow the steps below.

1. Go to www.worksiterequests.hirelayouth.com
2. Select "Begin New Worksite Request"
3. Fill out the information on the screen. Be sure to keep this information in a safe place so you can log back into the site at a later time.
4. Select "Create Login"
5. Enter the information into the screen
6. Select "Next" button
7. Complete the information on the screen
8. Add the number of staff who will be supervising youth. *This number must equal the number placed in the "How many staff will be responsible for supervising youth?" question
9. Select "Next"
10. Fill out the required information
11. Select "Add Job" to enter the jobs for the youth. *The total number of jobs should equal the number entered for the question "What is the total number of participants requested?"
12. Select "Next"
13. Complete the information on the screen
14. Select "Next"

15. Select "Submit Request." If you don't see this button, go back and complete any missing information.
16. Select a Provider to send your Hire LA's application to
17. Select "Accept"
18. You're done!

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



Worksite Requests

Create Login

Your new password should be 8 to 15 characters long and contain only numbers and/or letters and 1 special character: !@#\$%^&*+=(). Passwords must contain one character that is numeric and 1 character that is a letter and 1 special character.

Login Name:
The login name field is required.

Password:
The password field is required.

Retype Password:

Worksite Name:

Email:

Step 3:
Fill out the information on the screen. Be sure to keep this information in a safe place so you can log back into the site at a later time.

Step 4:
Select "Create Login"

Worksite Requests

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Enter a Worksite Request.

Please fill out the information below and click continue.

Worksite Name: *

EIN: Region: *

Street Address: * Room/Floor/Suite:

City: * State: * Zip Code: *

Worksite Type * Phone * Website

Worksite Sector * Industry *

Business Description *

Miscellaneous

Step 5:
Enter the information into the screen.

Step 6:
Select "Next" button

Worksite Requests

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Organization Profile Previous Next

Please fill out the information below and click continue.

Number of full time employees *

Number of part time employees *

How many staff will be responsible for supervising youth? *

Is there a pipeline to permanent opportunities? *

Is a Background check/finger printing needed for this opportunity? *

Have you or your staff completed the Sexual Harassment Prevention training (Should be provided by HR)? *

Staff Supervising Youth Add Staff

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

Last Name	First Name	Title	Area Of Supervision	View
No data to display				

Previous Next

Step 7:
Complete the information on the screen.

Step 8:
Add the number of staff who will be supervising youth.

*This number must equal the number placed in the "How many staff will be responsible for supervising youth?" question

Step 9:
Select "Next"

Opportunity Information Previous Next

Please fill out the information below and click continue.

What is the total number of participants requested? *

Please identify the age groups you would like to work with. *

14 and 15 year olds 16 and 17 year olds 18 and older

Proposed Start *

Summer/Cohort 1 Fall/Cohort 2 Winter/Cohort 3 Spring/Cohort 4

Please select one of the following options that best represents the team's capacity for supervision. *

Coaching for Entry-Level Intern: Supervisor(s) have the ability to provide intensive weekly coaching and supervision to an intern who is entry level, has little work experience and requires additional support. They help youth practice skills such as: Dependability and Reliability, Professionalism, Timeliness, Interpersonal Skills and Communication.

Coaching for Emerging-Level Intern: Supervisor(s) have the ability to provide moderate weekly coaching and supervision to an intern who has previous work experience at an emerging skill level. They can help youth practice industry fundamentals to gain additional hands-on experience within the industry.

Coaching for Intermediate/Advanced-Level Intern: Supervisor(s) have the ability to provide average coaching and supervision to an intern who has previous experience, targeted skills, and experience in the industry. They can help youth practice industry fundamentals to gain additional hands-on experience within the industry.

Coaching for Apprenticeship-Level Intern: The supervisor(s) have the ability to provide average coaching and supervision to an intern who has previous experience, is semi-skilled or already has a certification or specific [MVT] training in the industry (ex. OSHA certification). They can help youth learn and exercise skills sets that are specific to their occupation of interest.

Work Schedule: Provide the day(s) and hours that youth would typically be working for this position. *

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
To:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are the above hours flexible? *

If remote, will youth need a personal computer/laptop? *

Job Titles and Duties Add Job

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

Category	Title	Duties Preview	Participants Req.	Requirements Preview	View
No data to display					

Previous Next

Step 10:
Fill out the required information

Step 11:
Select "Add Job" to enter the jobs for the youth.

The total number of jobs should equal the number entered for the question "What is the total number of participants requested?"

Step 12:
Select "Next"

Worksite Requests

Erin's BBQ

Worksite Plan Previous Next

Worksite Planning Practices -- COVID 19 for In-Person
Please fill out the information below and click continue.

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 require participants to have a booster shot? *

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

Previous Next

Step 13:
Complete the information.

Step 14:
Select "Next"

Worksite Requests

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Verification Previous Submit Request

Verify that all data entered is correct and complete.

All required fields have been completed. Click Submit Request to select the provider to submit the request to.

Previous Submit Request

Step 15:
Select "Submit Request"
If you don't see this button, go back and complete any missing information.

Worksite Requests

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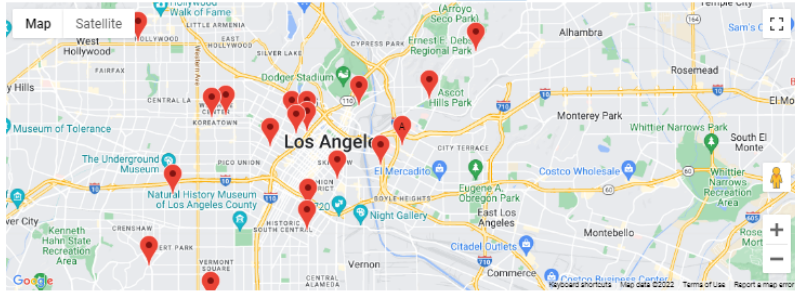
Provider Selection

Previous

Please select the Hire LA Provider(s) you would like to apply to as a worksite location. If you are selected, they will refer youth interns to your organization based on the criteria you provided in your application.

Address: Please enter a zip code or city and state:

Search



Select the Provider for submission.

Provider Name	Address	Distance	Action
Boyle Heights Technology YouthSource Center	1600 East 4th Street, Los Angeles CA 90033	0.787 miles	Select
Para Los Ninos East YouthSource Center	3845 Sellig Place, Los Angeles CA 90031	1.450 miles	Select
Los Angeles Conservation Corps (LACC)	1400 North Spring Street, Los Angeles CA 90012	1.618 miles	Select
Inner-City Arts	720 Kohler Street, Los Angeles CA 90021	2.006 miles	Select
Los Angeles Unified School District- Work Experience Education Office	333 South Beaudry Avenue, Los Angeles CA 90017	2.644 miles	Select
Shakespeare Center LA	1238 West First Street, Los Angeles CA 90028	2.7 miles	Select
Catholic Charities - AYE Central YouthSource Center	501 South Bixel Street, Los Angeles CA 90017	2.888 miles	Select
All Peoples Community Center	822 East 20th Street, Los Angeles CA 90011	3.082 miles	Select
Para Los Ninos Central YouthSource Center	234 South Loma Drive, Los Angeles CA 90028	3.103 miles	Select
Para Los Ninos Central YouthSource Center	234 South Loma Drive, Los Angeles CA 90028	3.103 miles	Select
Barrio Action Youth and Family Center	4927 Huntington Drive N., Los Angeles CA 90032	3.272 miles	Select

Step 16:

Select a Provider to send your application to.

Worksite Requests

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Final Submission

Previous

Accept

Agree to the statement below to submit this worksite request.

I hereby confirm that I have submitted an application as a worksite for Hire LA's Youth Program, and have responded to all questions completely and factually. I understand that acceptance into the program is at the discretion of the Hire LA Provider(s) I have selected and subject to further review and approval.

Step 17:

Select "Accept"

Worksite Requests

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Confirmation and Status

This Worksite Request has been submitted.

Thank you. Your request to become a Hire LA worksite has been submitted to the following Provider(s) who will contact you if they wish to add you as a prospective site for placement.

This Worksite Request's ID is:	927288
This Worksite Request was submitted on	07/26/2022
This Worksite Request was submitted to this Provider	Hire LA @ Boyle Heights Technology Youth Source Center
View this worksite request as a PDF:	View PDF

You have successfully applied when you see this message.

Worksite Requests

Erin's BBQ

Options for this worksite request.

Current Request Status:
Submitted

View this worksite request as a PDF:
[View PDF](#)

Change Password:
[Change Password](#)

View Confirmation and Status of a submitted request:
[View Confirmation](#)

Select "Home" to see these options.