



## Supervisor Interview

1. Contractor name: \_\_\_\_\_
2. Employing agency: \_\_\_\_\_
3. Supervisor name & title: \_\_\_\_\_
4. Work site location: \_\_\_\_\_
5. Type of work being done: \_\_\_\_\_
6. When did you start work? \_\_\_\_\_
7. Did you receive an overview and orientation of the Letsgo2Work summer work experience program? \_\_\_\_\_
8. Did you receive any type of safety training? \_\_\_\_\_
9. Are you aware of the Child Labor Laws and the special restrictions that apply to 16 and 17 year old youth? \_\_\_\_\_
10. Who is your immediate supervisor? How often do you confer with your supervisor in person or by telephone? \_\_\_\_\_
11. Describe work site activities, goals and expected outcome(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. How long is the work site assignment? \_\_\_\_\_
13. What hours do you work? \_\_\_\_\_
14. Is there an alternate supervisor in case you have to be absent? If so, who? \_\_\_\_\_  
\_\_\_\_\_

15. What is the procedure to make sure youth are supervised at all times during your planned absence or during an emergency?

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16. Do you feel that the working conditions are safe and age appropriate for the youth involved?

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17. Describe the procedures in case of a work site accident: \_\_\_\_\_

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18. Have there been any accidents involving youth? If so, was an accident report filed? Explain:

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19. Do you have youth emergency contact information on file? \_\_\_\_\_

20. Is there a first aid kit at the work site? \_\_\_\_\_

21. Are arrangements made for appropriate lunch and breaks for all youth?

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22. If job duties include outdoor activities, what are the alternative arrangements during inclement weather? \_\_\_\_\_

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23. How many youth do you supervise?

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24. What are the youth's job duties? \_\_\_\_\_

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25. Is there sufficient work to be done? If no, explain: \_\_\_\_\_

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26. Do you have adequate supplies and equipment to complete work site goals? If no, explain:

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27. How do you feel your employer benefits from participating in the Let'sGo2Work summer work experience program? \_\_\_\_\_

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28. Are there currently or have there been any other regular workers of this employer engaged in the same work being performed by assigned youth? If yes, explain: \_\_\_\_\_

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29. How often do you submit timesheets and participant evaluations? \_\_\_\_\_

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30. Have you had any issues with the performance or behavior of any youth assigned to you? If yes, be specific:

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31. How was the issue(s) resolved? \_\_\_\_\_

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32. Do you have suggestions for program improvement or any other comments you'd like to include in this review? \_\_\_\_\_

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Monitor's Name

Date

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