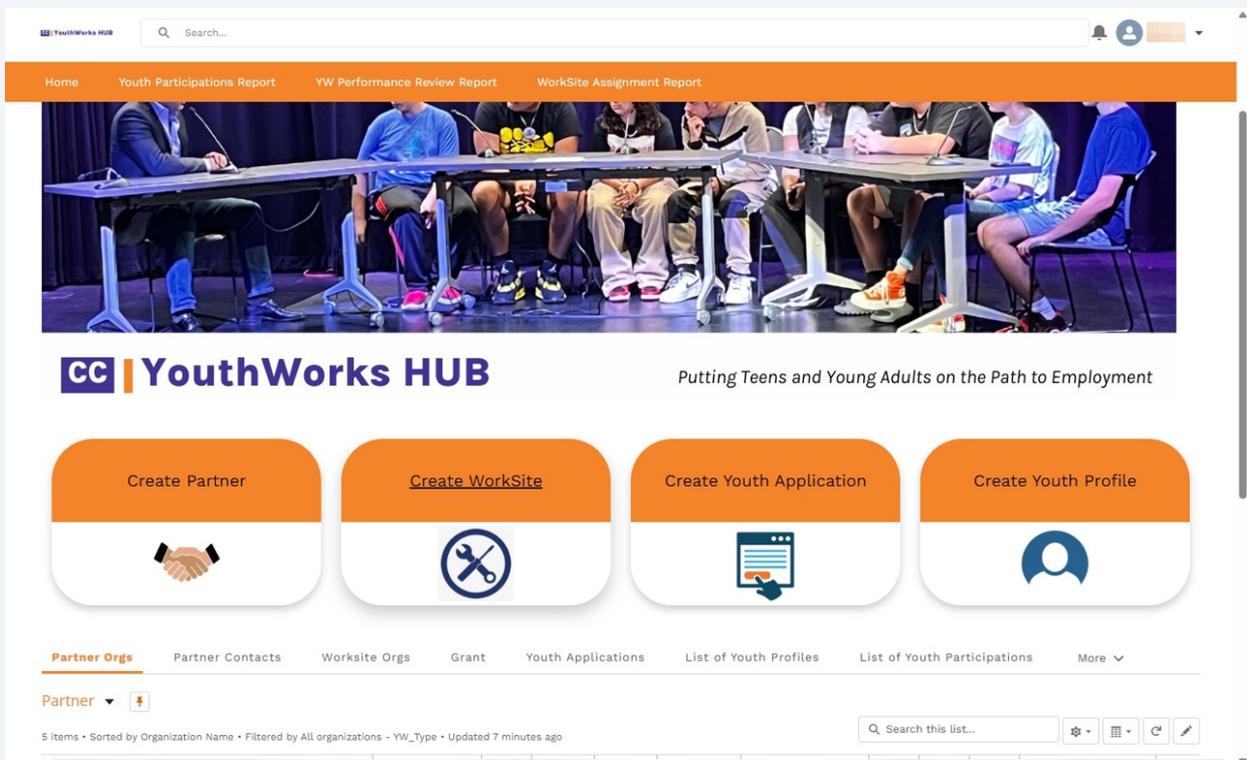


How To Create a Worksite Assignment

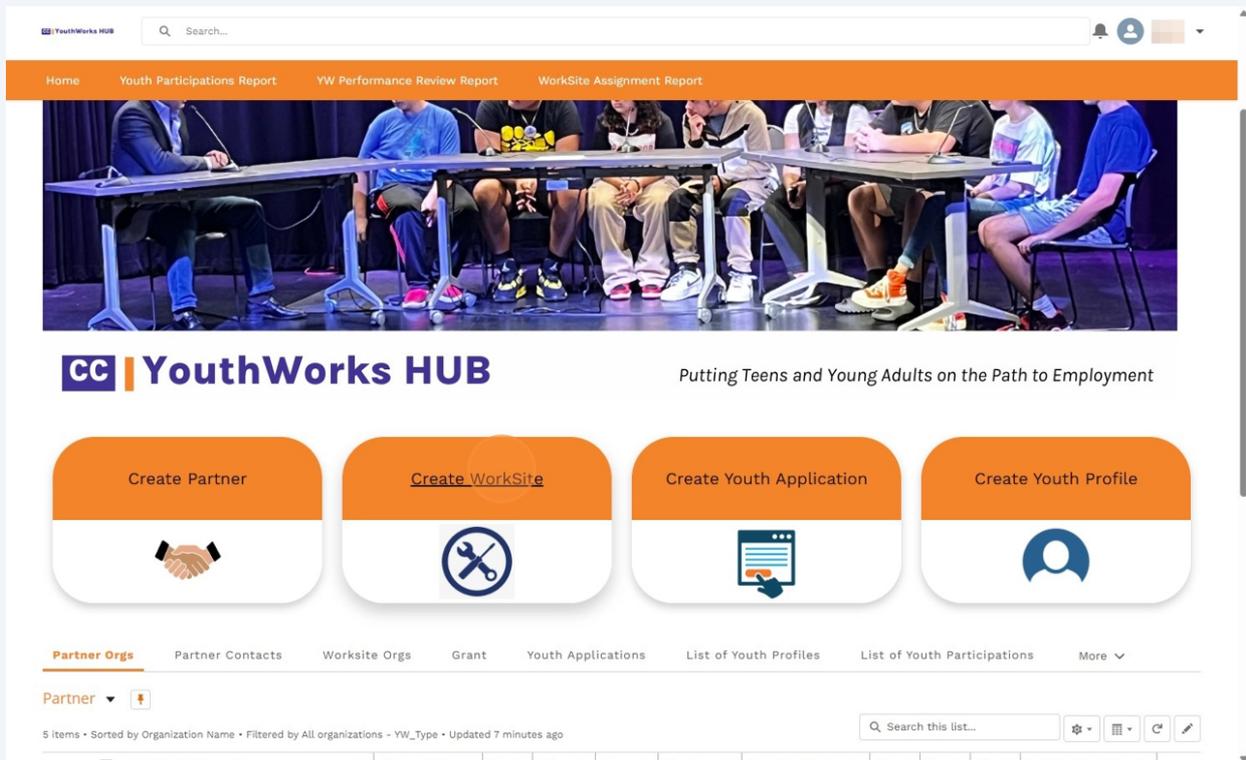
i Before Creating a Worksite Assignment make sure that Worksite already exists

Creating a Worksite

1 Navigate to the YouthWorks Hub

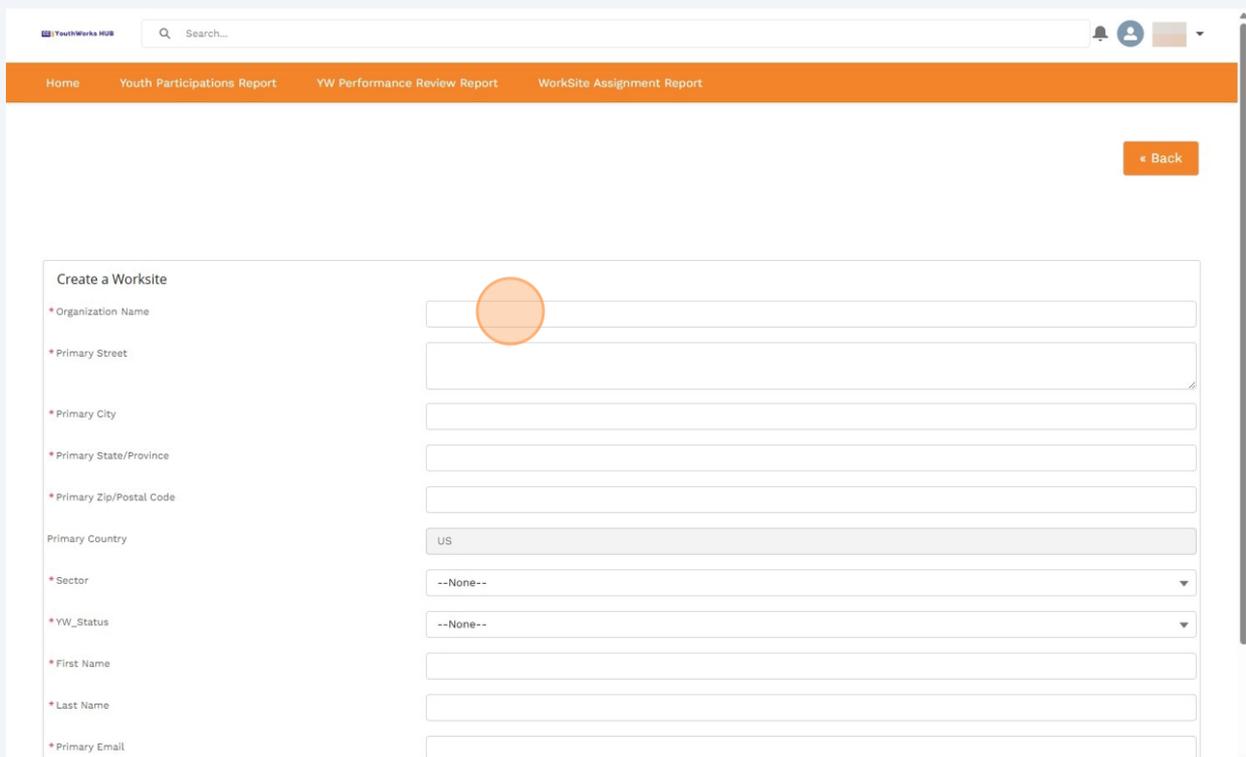


2 Click "Create WorkSite"



The screenshot shows the YouthWorks HUB dashboard. At the top, there is a search bar and navigation links for Home, Youth Participations Report, YW Performance Review Report, and WorkSite Assignment Report. Below the navigation is a banner image of a group of people sitting around a table. The main heading is "YouthWorks HUB" with the tagline "Putting Teens and Young Adults on the Path to Employment". There are four main action buttons: "Create Partner" (with a handshake icon), "Create WorkSite" (with a wrench and screwdriver icon, highlighted with an orange circle), "Create Youth Application" (with a document icon), and "Create Youth Profile" (with a person icon). Below these buttons is a navigation menu with links for Partner Orgs, Partner Contacts, Worksite Orgs, Grant, Youth Applications, List of Youth Profiles, List of Youth Participations, and More. A dropdown menu is open for "Partner Orgs", showing a list of 5 items sorted by Organization Name, filtered by All organizations - YW_Type, updated 7 minutes ago. A search bar is present for this list.

3 Fill out all the required Fields



The screenshot shows the "Create a Worksite" form in the YouthWorks HUB dashboard. The form is titled "Create a Worksite" and has a "Back" button in the top right corner. The form fields are as follows:

- * Organization Name:
- * Primary Street:
- * Primary City:
- * Primary State/Province:
- * Primary Zip/Postal Code:
- Primary Country:
- * Sector:
- * YW_Status:
- * First Name:
- * Last Name:
- * Primary Email:

4 Click "Create Worksite"

The screenshot shows the 'Create a Worksite' form in the YouthWorks HUB interface. The form is titled 'Create a Worksite' and contains the following fields:

- * Organization Name: (Error: Complete this field.)
- * Primary Street:
- * Primary City:
- * Primary State/Province:
- * Primary Zip/Postal Code:
- Primary Country:
- * Sector:
- * YW_Status:
- * First Name:
- * Last Name:
- * Primary Email:
- * Business Phone:
- * Role in Youthworks Program:

At the bottom of the form is a button labeled 'Create Worksite'.

Add a Worksite Job to a Worksite

5 Click "Worksite Orgs"

The screenshot shows the YouthWorks HUB dashboard. At the top, there is a search bar and navigation links for Home, Youth Participations Report, YW Performance Review Report, and WorkSite Assignment Report. Below the navigation is a banner image of a group of people sitting around a table. The main header features the YouthWorks HUB logo and the tagline "Putting Teens and Young Adults on the Path to Employment". There are four main action buttons: "Create Partner" (with a handshake icon), "Create WorkSite" (with a wrench and screwdriver icon), "Create Youth Application" (with a document icon), and "Create Youth Profile" (with a person icon). Below these buttons is a navigation menu with items: Partner Orgs, Partner Contacts, Worksite Orgs (highlighted with an orange circle), Grant, Youth Applications, List of Youth Profiles, List of Youth Participations, and More. Under the "Worksite Orgs" menu, it shows "50+ Items • Sorted by Organization Name • Filtered by All organizations - YW_Type" and a table with various columns for filtering and sorting.

6 Find the Worksite that you created

The screenshot shows the YouthWorks HUB dashboard with the "Worksite Orgs" menu item selected. It displays "71 Items • Sorted by Organization Name • Filtered by All organizations - YW_Type". The table below has columns for Organization Name, Primary Sta..., Primary Str..., P..., Primary City, Prl..., Zip ..., County, MassHire W..., R..., P..., and P... A red circle highlights a specific entry in the "Organization Name" column.

7

Scroll down and Click "Work Site Jobs"

The screenshot shows the YouthWorks HUB interface. At the top, there is a search bar and a navigation menu with items: Home, Youth Participations Report, YW Performance Review Report, and WorkSite Assignment Report. Below the navigation menu, there is a large, blurred image on the left and a list of items on the right. At the bottom, there is a section titled "Related Worksite Contacts" with a sub-section "Work Site Jobs" circled in orange. Below this, there is a table with one item and a "View All" link.

Search...

Home Youth Participations Report YW Performance Review Report WorkSite Assignment Report

Related Worksite Contacts Work Site Jobs

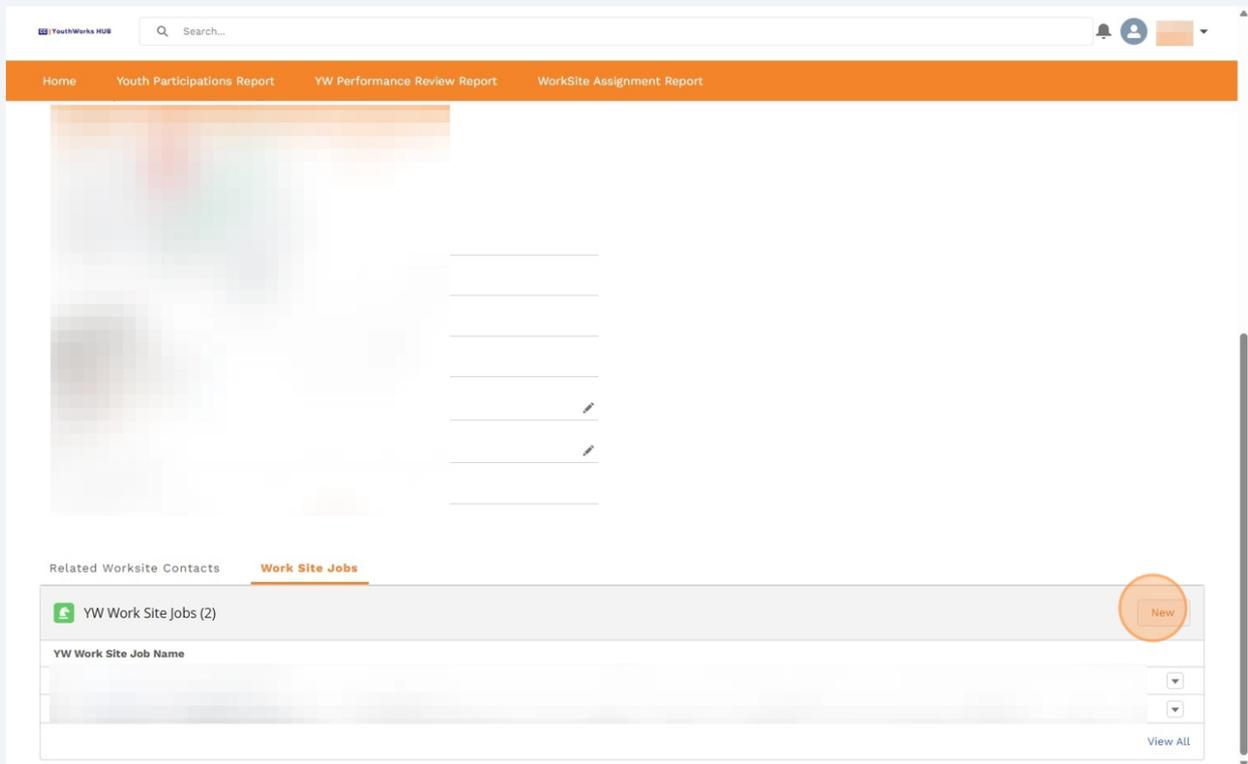
Contacts (1)

1 item • Sorted by Last Name • Updated a few seconds ago

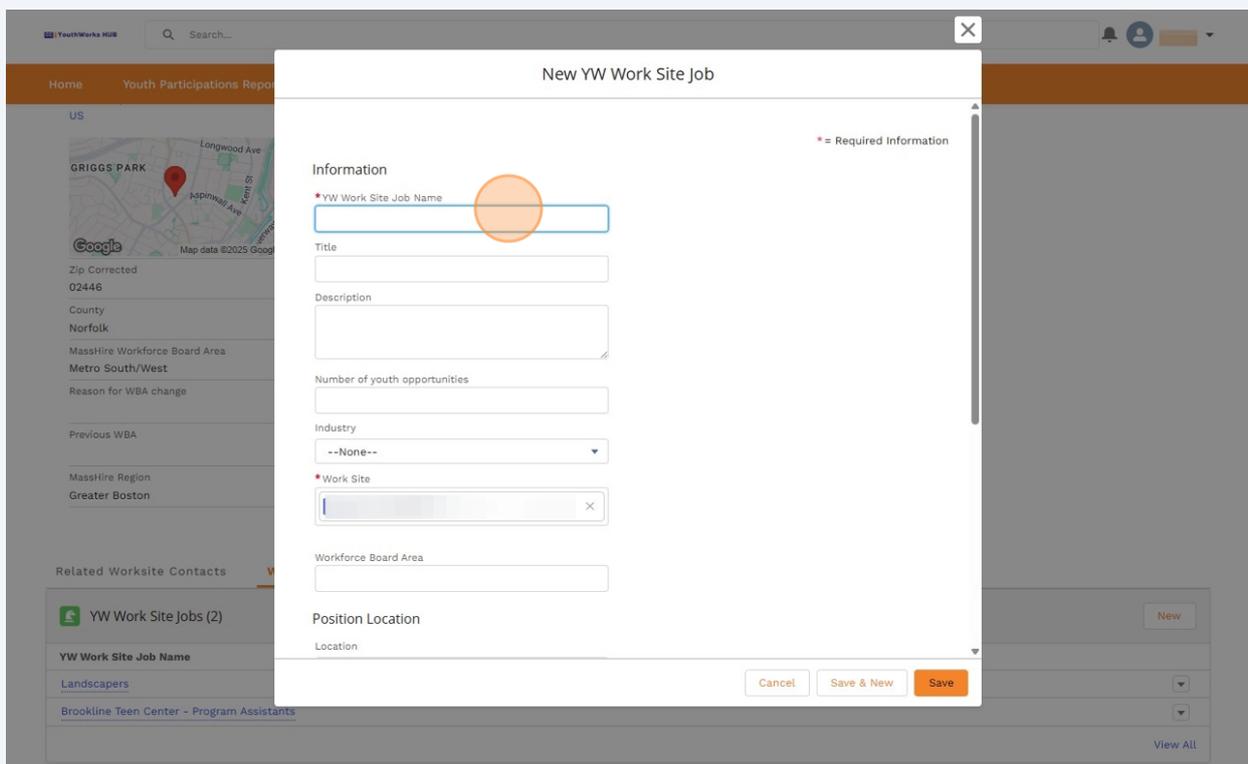
Contact Name	Title	Primary Email	Business Phone	Last Modified D...	Last Modified ...	First Name	Last Name ↑
1							

View All

8 Click "New".



9 Fill out all the required fields.



10 Click "Save"

Industry
--None--

*Work Site

Workforce Board Area

Position Location

Location
--None--

Address Line 2

Address Line 1

City

State

Zip

Other:

Cancel Save & New Save

Adding a Worksite Assignment to a Youth Participation

11 Go to the Youth Participation

YOUTHWORKS HUB

Search...

Home Youth Participations Report YW Performance Review Report WorkSite Assignment Report

« Back

YW Youth Participation Naomi Bekele Tier II 04/14/2025 Edit

Youth Profile Naomi Bekele 03/2025 Start Date 4/14/2025 End Date Tier Tier II Personal circumstances Other Personal circumstances Reason for not a good fit Peer Leader for this Worksite Partner Assignment Hours Training Hours

Status Enrolled

YW Youth Participations > Naomi Bekele Tier II 04/14/2025

1 item • Sorted by YW Work Name • Updated a few seconds ago

YW Work Name ↑

New

12 Click "New"

YOUTHWORKS HUB

Search...

Home Youth Participations Report YW Performance Review Report WorkSite Assignment Report

« Back

YW Youth Participation Naomi Bekele Tier II 04/14/2025 Edit

Youth Profile Naomi Bekele 03/2025 Start Date 4/14/2025 End Date Tier Tier II Personal circumstances Other Personal circumstances Reason for not a good fit Peer Leader for this Worksite Partner Assignment Hours Training Hours

Status Enrolled

YW Youth Participations > Naomi Bekele Tier II 04/14/2025

1 item • Sorted by YW Work Name • Updated a few seconds ago

YW Work Name ↑

1

New

13

Click the "YW Work Name*" field. Should be Worksite + Title (e.g Cambridge Art Studio Teacher Assistant)

The screenshot shows the 'New YW Work Site Assignment' form in the YouthWorks HUB interface. The form is titled 'New YW Work Site Assignment' and includes a legend indicating that fields with an asterisk (*) are required. The 'Information' section contains several fields: 'YW Work Name' (required), 'Workforce Board Area', 'Work Site Job' (required), 'Youth Participation' (required), 'Assignment Hours', and 'Case Management Hours'. The 'YW Work Name' field is highlighted with an orange circle. The 'Youth Participation' field is populated with 'Naomi Bekele Tier II 04/14/2025'. The 'Work Site Job' field has a search bar labeled 'Search YW Work Site Jobs...'. The form also includes 'Cancel', 'Save & New', and 'Save' buttons at the bottom right.

14

Click the "Work Site Job*" field.

The screenshot shows the 'New YW Work Site Assignment' form in the YouthWorks HUB interface. The form is titled 'New YW Work Site Assignment' and includes a legend indicating that fields with an asterisk (*) are required. The 'Information' section contains several fields: 'YW Work Name', 'Workforce Board Area', 'Work Site Job' (required), 'Youth Participation' (required), 'Assignment Hours', and 'Case Management Hours'. The 'Work Site Job' field is highlighted with an orange circle. The 'Youth Participation' field is populated with 'Naomi Bekele Tier II 04/14/2025'. The 'Work Site Job' field has a search bar labeled 'Search YW Work Site Jobs...'. The form also includes 'Cancel', 'Save & New', and 'Save' buttons at the bottom right.

15 Add the Worksite Job that you previously created

The screenshot shows a web application interface with a modal window titled "New YW Work Site Assignment". The modal is overlaid on a background page showing a "Youth Profile" for "Naomi Bekele". The modal contains several input fields and a dropdown menu. The "Work Site Job" dropdown is open, displaying a search bar with the text "Search YW Work Site Jobs..." and a magnifying glass icon. Below the search bar, there are two options: "+ New YW Work Site Job" and "Naomi Bekele Tier II 04/14/2025". An orange circle highlights the search bar. Other fields in the modal include "YW Work Name", "Workforce Board Area", "Partner", "Assignment Hours", and "Case Management Hours". At the bottom of the modal are three buttons: "Cancel", "Save & New", and "Save".

16 Fill out the rest of the required fields

The screenshot shows the same "New YW Work Site Assignment" modal window. In this view, the "Assignment Hours" field is highlighted with an orange circle. The "Work Site Job" dropdown is still open, showing the same search bar and options as in the previous screenshot. The "Assignment Hours" field is currently empty. The "Case Management Hours" field is also empty. The "Cancel", "Save & New", and "Save" buttons are visible at the bottom of the modal.

17 Click "Save"

The screenshot displays a web application interface with a modal window titled "New YW Work Site Assignment". The modal contains the following fields and elements:

- Information** (Required Information):
 - YW Work Name**: Text input field.
 - Work Site Job**: Text input field with a search icon.
 - Youth Participation**: Dropdown menu showing "Naomi Bekele Tier II 04/14/2025".
 - Assignment Hours**: Text input field.
 - Case Management Hours**: Text input field.
- Workforce Board Area**: Text input field.
- Partner**: Text input field.

At the bottom of the modal, there are three buttons: "Cancel", "Save & New", and "Save". The "Save" button is highlighted with an orange circle. The background shows a sidebar with a profile for "Naomi Bekele Tier II 04/14/2025" and a main content area with a "Back" button and a "New" button.