



Checklist for DVR Work Experience Program

DVR Counselors use this as a guide to keep track of required documents and process steps for each client

Placement Request Form Completed

Completed Full Employment Packet:

Application

Employment Agreement

Federal W4 (Manpower only needs page 1 returned. *(Note: The default withholding status is Single 0 if incomplete)*)

Maine W4 (Manpower only needs page 1 returned. *(Note: The default withholding status is Single 0 if incomplete)*)

I-9

- Client completes Section 1. Employee Information and Attestation
- DVR Counselor acts as Authorized Representative, reviews IDs and completes Section 2. Employer or Authorized Representative Review and Verification

Send Manpower a copy of Client IDs for Manpower to keep on file as necessary.

If a Translator/Preparer helped complete section 1 of the I9 you must complete the I9 Supplement A

Training & Policy Handbook Review (Client retains a copy)

Sign the Acknowledgement Receipt of the Training & Policy Handbook

Complete WOTC Screening Online

Payment Election Enrollment Form *(Note: Manpower's preferred method of payment is Direct Deposit, we also offer Paycards for unbanked employees)*

DVR Counselor gives Client a copy of the How to Report Your Time, and registers with Peoplenet/Bullhorn Time & Expense *(Note: Be sure to save username and password)*

DVR Counselor provides the Client a copy of the DVR Client Quick Reference Guide

DVR Counselor obtains a copy of the Manpower Safety & Injury Procedures and provides a copy to the Worksite Contact

DVR Counselor obtains Manpower's clearance email authorizing Client to begin work experience