

WI-WIOA STAFF ATTENDANCE REQUEST FORM

COMPLETE AND RETURN

Instructions:

Guardians and/or employees may request the attendance of a member of the 14(c) site staff at a WIOA Career Interview by completing the following information and submitting it to UW-Whitewater WI WIOA Career Interview Project.

Please note, if you have concerns about what may happen during an interview, contact the 14(c) certified employer as soon as possible. Most often, interviewers are able to successfully complete interviews without the attendance of a site staff member. Thus, site staff attendance is rare.

Electronic submission is preferred in which requests are due **at least 10 business days** prior to your scheduled interview date: Link to electronic form

https://uwwhitewater.co1.qualtrics.com/jfe/form/SV_1Nvmd7KufdRA7Gt or email the completed form to: wiwioacp@uww.edu.

Forms may be faxed to a confidential fax at: 262-472-4116.

We understand that not all guardians have access to internet and email. Submissions are also accepted through U.S. mail, **at least 20 business days** prior to the scheduled interview to allow for delivery and processing time. Please call the project team at: 262-472-1702 to alert us of your submission through U.S. mail.

Mailing Address:

WI WIOA Career Interview Project
Center for Inclusive Transition, Education, & Employment (CITEE)
Community Engagement Center
1260 W. Main Street
Whitewater, WI 53190

WI WIOA Career Interview Project Contact Information

Phone: 262-472-1702

Email: WIWIOACP@uww.edu

Fax: 262-472-4116

Webpage: <https://www.uww.edu/orsp/research-centers/citee>

WI WIOA Career Interviews

FY23 Site Staff Attendance Request Form

1. 14c Employer/Site Name: _____

2. Employee First Name: _____

3. Employee Last Name: _____

4. The person making this request is (choose one with an X):

___ The guardian of the employee

___ The employee (who is their own guardian)

___ The employee

5. Please choose the reason for which you feel 14 c employer staff presence is necessary for the successful completion of the interview. Please keep in mind that interviews include self-report questions and there are no wrong answers.

Choose one with an X:

___ This employee has a one-on-one staff member supporting them at all times.

___ This employee has extreme anxiety or concerns about participating in an interview with an outside interviewer and completion of an interview without a 14c staff member present may potentially cause a negative outcome.

6. Please describe the potential negative outcome of completing an interview without the presence of 14c employer staff. The intent of the interview is to share information and community resources. It is delivered in a manner that facilitates independent decision-making, self-reporting, and informed choices regarding employment and career advancement.

7. Please provide the name and position of the staff member* whose presence is being requested.

*The staff member must be an individual who works directly with the employee, or who provides direct one-on-one support services to the employee.

First Name: _____

Last Name: _____

Position: _____

8. In the event that the staff member named in question 7 is unable to attend, please list an alternate staff member.

First Name: _____

Last Name: _____

Position: _____

I certify that all of the above information is correct and true. I acknowledge that the presence of a 14 c employer staff member is in contradiction to Workforce Innovation and Opportunity Act law. I certify that I am the employee or the guardian of the affected employee, and that I am completing this form.

Printed First Name: _____

Printed Last Name: _____

Signature: _____

Today's Date: _____



University of Wisconsin
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Center for Inclusive
Transition, Education
and Employment