

# Work Experience QUICK FACTS

## About Work Experience

Individuals with newly-acquired skills sometimes have a difficult time finding jobs in the career field of their choice because they lack experience in the career, lack a specific set of skills that come with working in a similar job, or haven't demonstrated the ability to apply the skills in a work setting. Work experience addresses these shortages and increases the employability of these individuals.

## How Work Experience Works

A work experience is a **planned, structured learning experience** that takes place in a workplace for **up to six months**. Work experience may be **paid or unpaid**, as appropriate. A work experience workplace may be in the private, for-profit, non-profit, or public sector. Work experiences are primarily established with employers that have current or anticipated job vacancies for positions for which participants are being trained. Training plans must expose the applicant to the actual work setting and align with the occupational classroom training.

- Qualified applicants are matched with the employer and approved by the employer.
- A training plan is designed that meets the needs of both the trained applicant and employer.
- Applicants in a work experience are paid through a grant.

## Work Experience Provides:

- Hands-on training
- Opportunity to train a potential employee in a work-based learning environment
- A meaningful transition into employment

## Work Experience is for the Businesses that:

- Are engaged in workforce development activities
- Have the demonstrated capacity to provide training and supervision
- Are willing to invest time in a newly-trained applicant in a training related job
- Have a hiring need - either short or long term

## Who Qualifies for a Work Experience?

- Participants who have successfully completed a training program
- Participants who have been trained in a highly skilled occupation or are changing careers
- Participants who have been unable to find employment in the career they have been trained in
- Participants who increase their employability with a structured work experience

For more information, contact:

**DEMAR HARRIS** Director of Programs  
Lake County Workforce Development  
dharris@lakecountyil.gov  
847.377.3423

**Job Center of Lake County**  
1 N. Genesee St. Waukegan, IL 60085  
[www.lakecountyjobcenter.com](http://www.lakecountyjobcenter.com)



A proud partner of the **americanjobcenter**® network

Updated  
July 2018