

Site Supervisor File Checklist – Northwest Youth Corps Internship Program

Onboarding

- First Day I-9 Verification (Signed I-9 in additional information box “Visually Verified on DATE. NAME, TITLE, ORGANIZATION”)

Check the form(s) of ID verified:

- US DL AND Social Security Card
- US DL AND Birth Certificate
- Passport
- Other: _____

Throughout Internship:

Monthly Submissions:

- Timesheets (Signed for 20th of Month)
- Production Logs (Signed for 20th of Month)
- Reimbursements (Email Approval Sent as Needed)

Check-Ins

- First Month Check-In (AirTable Link)
- Mid-Term Evaluation (AirTable Link)

As Needed:

- Incident Reports (Signed)

Offboarding

- Site Supervisor Evaluation (Signed for last day)
- All Remaining Timesheets (Signed for 20th of that Month)
- All Remaining Production Logs (Signed for 20th of that Month)

Other:
