

Working Together for Student Success

Manpower is committed to making this a positive experience for all program stakeholders. As an ELO Coordinator you will be working directly with Manpower representatives to set your Student Associate up for a successful work experience. This guide is intended to help walk you through the process and point you to resources that you will be using when working with our team.

Requesting a Work Opportunity

Before a student can be placed in a work environment and paid for their time, Manpower must verify detailed information about the job, duties, and worksite.

- Fill out the work opportunity request form with as much detail as you can
- Email the placement request to briana.lagasse@manpower.com
- Allow 3 business days for a Manpower team member to review and authorize assignment

Completing Employment Packet

To help ensure a timely start for the student associate, it is important that ELO Coordinators work with the students to accurately fill out and complete all the forms in their entirety.

- The employment packet is a great learning opportunity during this experience; getting familiar with various employment forms and why they are completed is a skill that students will carry with them
- Documents are designed to download on demand to ensure you have the most recent version
- ELO Coordinators will be responsible for verifying 19 documents in person
- Please take the time to thoroughly review the Student Associate Training & Policy Handbook
- You can download the complete student employment packet on our website (see the QR code below)
- If you need a copy of an individual form we have provided individual documents for download as well
- Once completed, please save the employment packet with the Student Associate's name and send to briana.lagasse@manpower.com

When to Contact Manpower

- If start or end dates/times of the assignment change
- If the student associate experiences a work-related injury or incident
- If the student's address or contact information changes
- If there are any issues with pay or time keeping
- If the student is asked to do something different on the job than what was originally described
- If you or the student see unsafe working conditions
- If the student is being discriminated against or harassed
- If you feel Manpower's policies are being violated

Briana Lagasse

207-229-2194

briana.lagasse@manpower.com

Access All Resources Online:

On our website you have access to:

- Up-to-date Employment Documents
- Frequently Asked Questions
- Prohibited Work Lists
- Required Employment Posters
- Much More...

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