



Work Experience Opportunities Grant (WEOG) – Agency Checklist

Agency: _____

Contact Person: _____

Placement Period: _____

Pre-Placement Requirements

- ☐ Create and approve a work experience description for each placement and go through hiring process.
- ☐ Check Collective Agreement (if unionized) to ensure compliance with placements.
- ☐ Confirm participant eligibility (BCEA, Disability, Indigenous Federal equivalent, or Ministry).
 - * See page 2 WEOG Income Verification Guidelines
- ☐ Employee files created and maintained for data collection, reporting, and audit purposes (including verification, personal contact information, etc.)
- ☐ Pre-placement surveys completed (agency).
- ☐ Pre-placement surveys completed (participant).

Durning Placement

- ☐ Provide supervised, time-limited work experience (200–240 hours per participant depending on intensity level).
- ☐ Monitor placements and provide positive reinforcement and feedback.
- ☐ Attend Communities of Practice (CoPs).
- ☐ Attend check-ins with UWBC when requested. (in-person or virtual).
- ☐ Advise UWBC promptly of any major interruptions or changes affecting successful completion.
- ☐ Collect participant success stories. Stories chosen for sharing publicly require a release form signed by the participant.

Post-Placement Requirements

- ☐ Wrap up placements by March 31, 2026.
- ☐ Post-placement surveys completed (agency)
- ☐ Post-placement surveys completed (participant).
- ☐ Participant evaluation (one per individual)
- ☐ Final report submitted to UWBC within a month of completing placements, final due date is April 30, 2026
- ☐ Provide UWBC with documentation if requested for audit purposes.
- ☐ Share stories of successes



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