

WORK EXPERIENCE PROGRAM (WEP) PARTICIPANT FREQUENTLY ASKED QUESTIONS

1. WHERE CAN I FIND INFORMATION ON CIVIL SERVICE TESTS?

A listing of upcoming tests and their schedules can be obtained from:

- The civil services weekly newspaper, *The Chief-Leader*. [<http://www.thechief-leader.com/>]
- The Department of Citywide Administrative Services Web site.
- The bulletin board in the reception area of the Office of Support Services at 65 Court Street, Room 504, Brooklyn, New York.

2. WHAT HAPPENS AFTER MY FINGERPRINTS ARE CLEARED?

After your fingerprints have cleared both the state and federal governments, an active WEP worker may be assigned to a school site.

3. WHO IS AVAILABLE FOR EMPLOYMENT COUNSELING?

Barbara Barkan, (718)-935-2281, is the WEP unit director and is available to assist all active WEP participants as well as answer questions about employment with the New York City Department of Education (DOE), other city agencies and private industry.

4. WHAT DO I DO IF I FIND A JOB?

Congratulations! When you have secured employment, either through the New York City DOE or on your own, you must contact the WEP office at (718) 935-2281 to make arrangements to have your WEP assignment "Successfully Terminated."

You are required to come to the WEP office and provide your new employment information, e.g., employer, start date, salary, etc. You must also provide a copy of your first pay stub.

5. WHEN AM I SUCCESSFULLY TERMINATED FROM WEP?

You are successfully terminated when you have completed all of the above steps with the WEP unit and have submitted a total of three pay stubs to your case worker.