

Employer Work Experience Tip Sheet

Thanks for agreeing to hire one of our students/learners and provide them with valuable work experience. As you think about how to best prepare for the experience, keep the following success factors in mind.

Before the Work Experience

- Work with the connector to develop a job description.
- Interview, select and hire the student.
- Review the informational packet provided to you by the connector or teacher/faculty.
- Provide teacher/faculty or connector with website link(s) about the job, your company and industry to help students/learners prepare for the work experience.
- Work with the teacher/faculty or connector to help define ways in which the work experience can align with and support the curriculum.

Did You Know?

While working at your company, students/learners are learning about your industry and are considering how they might prepare for a career.

Some students/learners are studying in the context of a career pathway and preparing for a career in your industry.

Students who experience early employment while in High School enjoy higher graduation rates and better employment outcomes later in life.

During the Work Experience

- Provide a workplace orientation and tour for the student/learner.
- Review the Work-Readiness Competencies document provided by the connector and reinforce those concepts when possible.
- Consider if there are opportunities for students/learners to be exposed to a range of jobs in your organization.
- Identify opportunities that will support the student's academic, occupational and work-readiness skill development and assist them in working toward learning objectives.
- Think about ways you can serve as both a coach and supervisor. Review "What Every Worksite Supervisor Should Know".
- Communicate successes and assignments to the connector that can be used to enhance the value of classroom connections.
- Use the WBL Training Plan and Evaluation to assess the student's performance at a mid-point and completion of the internship. Discuss it with the student/learner and the connector.

After the Work Experience

- Provide feedback to the connector to improve future work experiences.
- If you're comfortable doing so, offer to stay in touch via email or LinkedIn.
- Hold a debriefing session internally at the company to review the effectiveness of the work experience program and make suggestions for improvement.
- Consider how you might use the work experience to promote your company's visibility in the community.

Go Deeper

- Talk to the connector about being a guest speaker in the classroom, participating in a mock interview or hosting students/learners for job shadows and/or internships.