

Employer Work Experience Tip Sheet

Thanks for agreeing to hire one of our 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 learner⁷.
- 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 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, learners are learning about your industry and are considering how they might prepare for a career.

Some 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 learner.
- Review the Work-Readiness Competencies document provided by the connector and reinforce those concepts when possible.
- Consider if there are opportunities for learners to be exposed to a range of jobs in your organization.
- Identify opportunities that will support the learner'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 learner's performance at a mid-point and completion of the internship. Discuss it with the 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 learners for job shadows and/or internships.

⁷ Learners include: K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.