

Learner⁵ Workplace Tour Checklist

When you get the chance to go on a workplace tour, you'll look behind the scenes of a business or company and ask yourself if this is somewhere you can see yourself in the future. Keep the following things in mind as you get ready for the tour.

Have you done all you can to prepare for the workplace tour?

- Turn in all required forms.
- Learn what the dress code is for the place you're visiting.
- Research the company—how they got started, the kinds of jobs they have and how they contribute to your community.
- Think about what you want to learn and come up with at least three questions about the company or the careers it offers.
- Practice your elevator pitch. Include your name, grade, why you are in this program and what you'd like to do with your future. Summarize your knowledge, skills, accomplishments and anything else that would make an employer see you positively.

Are You Ready for the Big Day?

Have you...

- Turned in your forms?
- Decided what to wear?
- Researched the company?
- Crafted your questions?
- Polished your resume?
- Practiced your pitch?
- Thought about how you'll share your day on social media?

Do you know what you need to do during the workplace tour?

- Pay attention to what's going on at the worksite. Can you see yourself working in a place like this? What kinds of jobs are you interested in?
- Actively participate. Ask the questions you came up with and any others that will help you determine if a career in this industry is for you.
- See if you can connect what's going on in the workplace with what you're learning in school.
- If you have a chance, ask the people you meet for their business cards or see if they'll connect with you on LinkedIn.

Some Social Media Do's and Don'ts

Do...

- Choose your profile picture carefully.
- Keep a professional profile.
- Create a LinkedIn profile and build your personal brand.
- Maintain privacy. If you don't want something to be seen by all, don't post it on the internet.

Don't...

- Post illegal activities.
- Threaten violence.
- Lie about professional and

When the workplace tour is over, how will you keep moving your career forward?

- Talk to your classmates and teachers/faculty about the workplace tour and your feelings about pursuing a career in that industry. What kind of jobs do you want to know more about? Would you be interested in going on another tour in the future? What kind of education will it take to get there?
- Write a thank-you note to the people who hosted the tour.
- Fill out the tour evaluation. Be honest. What worked for you? That will help improve future tours.
- Update your career development plan and think about any next steps you'd like to take to further your career goals.
- Share your experience with your peers on social media. Perhaps a blog post about the event?

⁵ 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.