



## Employer Work Experience Tip Sheet

Thanks for agreeing to hire one of our students 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 coordinator to develop a job description.
- Interview, select and hire the student.
- Review the informational packet provided to you by the coordinator.
- Provide teacher with website link(s) about the job, your company and industry to help students prepare for the work experience.
- Work with the teacher or coordinator 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 are learning about your industry and are considering how they might prepare for a career.

Some students 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 for the student.
- Review the Top 10 Core Employability Skills document provided by the coordinator and reinforce those concepts when possible.
- Consider if there are opportunities for students to be exposed to a range of jobs in your organization.
- Identify opportunities that will support the student's academic, occupational and employability skill development and assist them in working toward learning objectives.
- Think about ways you can serve as both a coach and supervisor.
- Communicate successes and opportunities to the coordinator 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 intern and the coordinator.

### After the Work Experience

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