

Employer Tip Sheet

Work Experience: Success Factors

A tip sheet for NYS P-TECH employer partners.

When hosting a student or launching a Work Experience program at your company, keep the following success factors in mind.

Before the Work Experience

- Contact the P-TECH coordinator to indicate your company's interest in hiring young people through the Work Experience program. They can help you identify what young people can do in the context of your business needs.
- Work with the agency coordinator or case manager to develop a job description
- Address logistics.
 - ✓ Work with the P-TECH coordinator to develop and define the Work Experience.
 - ✓ Determine will supervise and guide the student.
 - ✓ Inform other staff that a student will be at the workplace.

During the Work Experience

- Lay the groundwork.
 - ✓ Provide a workplace orientation for the student. Review the informational packet provided to you by the P-TECH coordinator.
 - ✓ Review the P-TECH Professional Skills provided by the P-TECH coordinator.
 - ✓ Consider opportunities for the student to develop work-readiness professional skills and be exposed to a range of career opportunities in your industry.
- Facilitate learning.
 - ✓ Work with the student to create skill-development outcomes that are specific to the Work Experience.
 - ✓ Identify opportunities that will support the student's academic and workplace skill development, as well as an awareness of potential future careers.
 - ✓ Assist the student in working toward learning objectives. When an objective is mastered or completed, help them to craft another.
- Open avenues of communication.
 - ✓ If possible, meet with the P-TECH Coordinator and student to finalize learning plans and agree on an ongoing communication strategy.
- Complete an interim evaluation.
 - ✓ Evaluate the student's performance.
 - ✓ Discuss performance with the student and the coordinator manager.

After the Work Experience

- Help document the Work Experience.
 - ✓ Complete a final assessment of the student.
 - ✓ Discuss the assessment with him or her and the coordinator.
- Assess impact and debrief the Work Experience.

- ✓ Hold a debriefing session internally at the company, review the effectiveness of the Work Experience program and make suggestions for improvement.
- ✓ Share suggestions with the coordinator and complete a program evaluation.

Go Deeper

There are a number of suggested activities to deepen the impact of Work Experience. Consider the following activities:

- Explore ways that you might further interest students and grow the pool of potential future employees.
- Talk to the P-TECH coordinator about being a classroom speaker or guest trainer, helping with curriculum, or hosting students for Tours, Job Shadows, Temporary Jobs or Internships.