

Student Tip Sheet

Workplace Tour: Success Factors

A tip sheet for students on how to get the most out of a Workplace Tour

Workplace Tours are created so you can look behind the scenes and ask yourself if this is somewhere you can see yourself in the future. Keep these following tips in mind to help you have a successful Workplace Tour.

Before showing up to a Workplace Tour

- Turn in forms requested by your teacher and school.
- Make sure you learn what the dress code is for the place you are visiting.
- Do a little research and learn about what the company does, why they got started, and how they contribute to your community.
- Come up with at least five questions you want to ask about the company during your tour.
- Practice introducing yourself as a professional. (Name, grade, why you chose to go on this tour, and what you would like to do with your future.)

During a Workplace Tour

- Pay attention to what is going on at the organization/site. Can you see yourself working in a place like this?
- Actively participate. Ask your guide the questions you came up with before your tour.
- Pay attention during the tour and ask any additional questions that will help you figure out if a career in this industry is for you.
- Network! If you are interested in learning more, ask the people you meet for their business cards so you can follow up with them after the tour.

After a Workplace Tour

- Talk to your classmates and teachers about the Workplace Tour and your feelings about pursuing a career in that industry.
- Write a thank-you note to the people who hosted the Workplace Tour.
- Fill out the tour evaluation provided by your teacher. Be honest. That will help make future tours more meaningful experiences.
- What kind of jobs do you want to know more about? Would you be interested in going on another tour in the future?