

## Employer Tip Sheet

### Workplace Tour: Success Factors

*A tip sheet for NYS P-TECH employer partners*

When designing and implementing a Workplace Tour at your company, keep the following success factors in mind.

#### Before the Workplace Tour

- Work with your P-TECH coordinator to design a tour of your workplace.
- Let the coordinator know who the main contact is, and provide emergency phone numbers at the workplace.
- Address logistics, including where to park and enter the building.
- Determine if safety gear is necessary and, if so, arrange for it to be available.
- Identify who at the workplace will be participating in the tour, and give them an overview of your partnership with the sponsoring school, what to expect during the tour, their role and why their involvement is important.

#### During the Workplace Tour

- Work with the P-TECH coordinator to make sure the tour showcases the full spectrum of your company's work.
- Provide a safety orientation to the group.
- Arrange for students to participate in small groups.
- Have students hear from and speak to employees with different levels of responsibility and roles in your company.
- Make sure students are exposed to a range of career options in your industry, and understand what it will take for them to be hired when they complete their education and training.

#### After the Workplace Tour

- Debrief with your team.
- Provide feedback to the P-TECH coordinator to improve future tours.
- Consider how you might use the tour to promote your company's visibility in the community.

#### Go Deeper

- 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 Job Shadows, Jobs or Internships.