

## Employer Workplace Tour Tip Sheet

Thanks for agreeing to be a host for a workplace tour! In preparing for the visit, keep the following tips in mind.

### Before the Workplace Tour ...

- ✓ Review the information packet about the college and the objectives of the tour.
- ✓ Let the work-based learning coordinator know who the main contact is and provide email/phone, etc.
- ✓ Work with your coordinator to design an engaging tour of your workplace.
- ✓ Let the coordinator know where the visiting group should park and enter the building. Include information about security procedures and appropriate dress.
- ✓ If safety gear is required at the worksite, arrange for it to be available.
- ✓ Brief the employees who will be involved in the tour. Provide an overview of your partnership with the sponsoring college or program, what to expect during the tour, their role and why their involvement is important.

### During the Workplace Tour ...

- ✓ Provide an overview of the business, its operations and what to expect during the tour.
- ✓ Provide instruction in workplace safety, if needed, and an orientation to workplace norms.
- ✓ Bring in someone from HR to talk about entry-level recruitment and careers at the company.
- ✓ If possible, arrange for students to participate in small groups.
- ✓ Have students observe, hear from and speak to employees with different levels of responsibility and roles in your company.
- ✓ See if any of your employees are connected to the college in some way and make sure those individuals get to talk with the students.
- ✓ Make sure students are exposed to a range of career options in your industry, and let them know 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 work-based learning 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 work-based learning coordinator about being a classroom speaker or guest trainer, helping with curriculum, or hosting students for Job Shadows, Jobs or Internships.