

Employer Checklist

Work-Experience Opportunities for Students

Determining the Best Fit for Your Organization

Passport to Prosperity offers a number of short, medium and long-term work experience opportunities for students and employers. When choosing the best fit for your organization, there are a few things to consider. The following checklist will help you decide which school-work opportunity is the best for your organization.

Choose the most appropriate answer for your organization. You may choose more than one answer for each question.

Offering high school students work experience meets the goals of my organization by:

- A. Generating awareness about the organization and career opportunities
- B. Generating awareness and providing students with job skills
- C. Providing students with training/work experience to pursue a career in my organization or sector

My organization can commit to a school-work program for:

- A. One hour to one day
- B. One day to several weeks
- C. Several months to a year or more

My organization would be interested in:

- A. Reaching a large group of students with an overarching message
- B. Working with individual students to help meet their career exploration goals
- C. Incorporating high school students into our workplace and job functions

My organization:

- A. Can provide insight into career options in my organization
- B. Can provide an interactive learning experience for a student
- C. Has a specific skill set or trade that students can learn

My organization's work environment is:

- A. Not suitable for having students in the workplace
- B. Student friendly but is not conducive to involving students in job functions
- C. Conducive to having and involving students in the workplace

My organization has the resources to:

- A. Dedicate employee/employees to a one-day event
- B. Dedicate an employee to spend one-on-one time with a student for a designated time period to provide a learning experience
- C. Train and supervise a student to fulfill a job function in my organization

Once you have answered all the questions, count how many As, Bs and Cs are circled.

- If you answered mostly As, your organization is well-suited for short-term work experiences.
- If you answered mostly Bs, your organization is well-suited for medium-term work experiences.
- If you answered mostly Cs, your organization is well-suited for long-term work experiences.
- If you answered an even or close number of As Bs and Cs, your organization is well-suited for all school-work opportunities.

To learn more about the different short, medium and long-term work experiences, please see the attached School-Work Opportunities Chart.