

# SUPERVISOR TIP SHEET

## Work Experience: Success Factors

### A tip sheet for participating Work Experience supervisors

When hiring a youth or young adult or launching a Work Experience program at your company or organization, keep the following success factors in mind.

#### BEFORE THE WORK EXPERIENCE

- ❑ Contact the Learn & Earn Program to indicate your company's or organization'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 a program representative to develop a job description.
- ❑ Interview, select and hire a youth or young adult.
- ❑ Address logistics.
  - Work with your program representative to help define aspects of the Work Experience.
  - Determine who will supervise and guide the youth or young adult.
  - Inform other staff that a youth or young adult will be at the workplace.

#### DURING THE WORK EXPERIENCE

- ❑ Lay the groundwork.
  - Provide a workplace orientation for the youth or young adult. Review the informational packet provided to you by your program representative.
  - Review the Professional Skills fact sheet.
  - Consider opportunities for the youth or young adult to develop work-readiness professional skills and be exposed to a range of career opportunities in your industry or organization.
- ❑ Facilitate learning.
  - Work with the youth or young adult to create skill-development outcomes that are specific to the Work Experience.
  - Identify opportunities that will support the youth or young adult's academic and workplace skill development, as well as an awareness of potential future careers.

- Assist the youth or young adult 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 your program representative and the youth/young adult to finalize learning plans and agree on an ongoing communication strategy.
- ❑ Complete an interim evaluation.
  - Evaluate the youth or young adult's performance.
  - Discuss performance with the youth or young adult and your program representative.

#### AFTER THE WORK EXPERIENCE

- ❑ Help document the Work Experience.
  - Complete a final assessment of the youth or young adult.
  - Discuss the assessment with him or her and your program representative.
- ❑ Assess impact and debrief the Work Experience.
  - Hold a debriefing session internally at the company or organization, review the effectiveness of the Work Experience program and make suggestions for improvement.
  - Share suggestions with your program representative 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 youth and young adults to help guide their careers.
- ❑ Talk to your program representative about being a speaker or guest trainer in a classroom or workshop, or about helping with curriculum, or hosting youth and young adults for Tours, Job Shadows, Temporary Jobs or Internships.