

# Work Experience: An Employer's Checklist

## Get your name out there

- Be clear about what your offer is, whilst being as flexible as you can be.
- Be proactive, go to schools, colleges, youth organisations and other places where young people are, to let them know you are open to offering work experience.
- Make it easy for young people to reach out and apply to you for work experience.

## Preparation

- Think about what you, as an employer want to get out of the work experience, as well as the young person.
- Arrange a 1-1 chat with the young person (and with a teacher/adult if helpful) to understand interests, goals and needs. Use this time to agree some learning outcomes.
- Identify who in your organisation would be best placed to support the young person (perhaps someone younger, relatable, good with young people).
- Spend time planning the work experience. Make it meaningful and include a small project they could work on. Brief the rest of your team on the plan.
- Share the plan with the young person, as well as practical details (e.g. location, dress code, timings, lunch plans, contact person).
- Complete the relevant school/college paperwork.

## Hosting

- Spend time welcoming and orientating the young person to the week, give them a soft landing.
- Support the young people to build relationships with, and hear the journeys of, employees.
- Check in regularly with the young person. Allow regular breaks, quiet space and adapt if needed- new environments can be overwhelming!
- Give the young person ownership over something, but keep the environment positive, supportive and fun; give feedback and build confidence.
- If any challenges arise, contact the school, college, or other adult early to help resolve.
- End with feedback and reflection. Review skills they've used, support them with their CV, perhaps even offer a mock interview.

## After the placement

- Ask the young person for feedback; use it to improve your work experience offer.
- Share any helpful contacts, resources or future opportunities you might have with the young person (apprenticeships, part-time work, mentoring).
- Celebrate your work- you're helping grow local talent in Northern Devon!