

# Tips for Work-site Coordinators or Mentors

## **Before the externship --**

- Provide each teacher a packet of information on your company's services or products, organizational structure, company mission, policies and procedures, and other pertinent facts.
- Be sure the teachers know where the company is located, where to park and how to enter the building, what to wear, business hours, and the name and title of each employee to be shadowed.
- Alert employees (not just those to be shadowed) about the visit. Some employees may know ways to enhance the teachers' time at the facility.
- Set up a work schedule that will allow teachers to observe and talk with several employees.
- Schedule time with the human resources manager for teachers to learn about hiring practices, entry-level jobs and expectations, salary levels, desired knowledge and skills, etc.
- Give the employees to be shadowed some background information on the teachers.
- Encourage employees to conduct "business as usual" to allow teachers to see the day-to-day realities of the job.
- Ask employees to point out the skills, equipment and technology used on the job, the kinds of personal traits and work habits needed to do the job well, and how these qualities are measured.
- If feasible, give teachers hands-on experience with equipment, forms and procedures. Put them to work if the job will allow it!
- Encourage employees to be candid in responding to questions from teachers.

## **During the externship --**

- Review the schedule and answer the teachers' initial questions. Introduce the teachers to key persons they will see during the day. Conduct a brief tour of the facility. Discuss company procedures, such as confidentiality, secure areas, etc. that might impact the visit.
- Hold a debriefing session with teachers at the end of the day. Get their comments about the experience and answer any final questions.