Work Experience: An Employers Checklist

1 Get your name out there

- [ ] Let schools, colleges and youth organisations know you are open to offering work experience
- [ ] Go to places where young people are and talk to them, let them know who you are, what you do and what work experience might look like
- [ ] Make it easy for young people to reach out and apply to you for work experience

2 Preparation

- [ ] Identify the key skills you need in your organisation and identify a project a young person could work on to devleop these skills
- [ ] Arrange a 1-1 chat with the young person (and with a teacher/adult if helpful) to understand interests, goals and needs
- [ ] Complete the relevant school/college paperwork
- [ ] Identify who in your organisation would be best placed to support the young person (perhaps someone younger, relatable, and good with young people)
- [ ] Spend time structuring and planning the work experience to ensure the experience will be meaningful. 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)

3 Hosting

- [ ] Give the young person a soft landing on their first day. Spend time welcoming and orientating them to the week, without throwing them in at the deep end.
- [ ] Build informal connection time for the young person to build relationships and hear the journeys of your different employees
- [ ] Check in regularly with the young person, adapt if needed. Allow regular breaks and quiet space if needed- new environments can be overwhelming and overstimulating!
- [ ] 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 so they can help resolve any issues.
- [ ] End with feedback and reflection. Review skills learning, support them with their CV, perhaps even offer a mock interview

4 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 (apprenticeships, part-time work, mentoring)
- [ ] Celebrate your work- you're helping grow local talent in Northern Devon!

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