**Teacher Workplace Tours Checklist/Expectations for Employer** (Top part to be completed by WBL coordinator)

To help you prepare to host a teacher workplace tour, we have created the following checklist. Please contact the work-based learning coordinator (WBL) with any questions. Thank you for agreeing to host a teacher workplace tour.

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| Date: | Teacher arrival time: |
| Number of teachers: | Teacher departure time: |
| Teacher name(s): |
| School: |
| School contact name, phone, and email: |
| WBL coordinator name, phone, and email:  |

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| Expectations of employer representative (typically a human resources manager or other individual who can speak knowledgeably about hiring requirements and industry trends) |  |
|  1. Meet or speak with the WBL coordinator to plan the agenda for the tour and work out the details. This should take no more than 15-20 minutes.
2. Let the WBL coordinator know if lunch will be provided or if teachers should bring their own (if tour schedule includes lunch time).
3. Identify one or more employees from different departments who can provide information about (or demonstrate) the nature of their work.
4. Ask each participating employee to review this checklist.
5. Develop final teacher workplace tour agenda that might include:
* Introductions/welcome and overview of the host organization: 15-30 minutes
* Workplace tour: about 30 minutes (more if the tour pauses at various departments for an employee to talk about or demonstrate the work he or she does)
* Presentation on the host organization and its industry, its products and services, career opportunities it offers, and the skills, education, or training required for employment: 30 minutes (unless covered during the tour)
* (Optional) One-on-one job shadow time, either with the employees who participated in the tour or with different employees: 1 hour
* Open discussion with teachers and hosts: 30-45 minutes, perhaps over lunch
1. Let the WBL coordinator know if there are any special security or safety precautions that need to be observed and if you give permission for photographs to be taken.
2. Complete and return the employer representative evaluation after the tour.
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