**Employer Workplace Tour Checklist/Expectations** (Top part to be completed by the WBL coordinator.)

To help you prepare, we have created the following checklist for planning the tour of your workplace. Please contact (name, email, and phone) with any questions. Thank you for agreeing to host a tour for students from (school name).

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| Date: | Arrival time: |
| Location: | Duration of tour: |
| Work-based learning (WBL) coordinator name, phone, and email address: |
| School contact name, phone, and email address: |
| Number and grade of students: |

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| Expectations: | Check: |
| 1. Speak or meet with the WBL coordinator to discuss the agenda for the tour, including tips for making it interesting and informative for (#th)-grade students. This typically takes 15-20 minutes.
2. Work with the WBL coordinator to identify enough adults (your employees, school staff, or parents) to accompany the students so that there are no more than ten students per adult.
3. Typically, a tour will begin with a presentation by the host, providing information about the organization, the industry it is in, the kinds of careers it offers, and what it takes to prepare for these careers.
4. The tour may be conducted with the whole group at once, or the students may be split into smaller groups to rotate through several departments or work stations. There may be one host that stays with the group(s) throughout the tour, or employees in each department or work station may talk to the students about their jobs, educational background, and career paths.
5. Workplace tours usually end with an opportunity for questions and answers.
6. Please provide information about any special security procedures, safety practices, or safety equipment that may be required.
7. If you are willing, give the WBL coordinator permission for photographs to be taken and/or information about the tour to be released to the media.
8. If there are special needs students who wish to participate in the tour, determine whether and how they can be accommodated.
9. If you have brochures or other information about your organization that you would like students to see before the tour, the WBL coordinator can arrange for them to be distributed.
10. Students will be prepared with information about your organization and questions to ask.
11. It will be very helpful if you would complete and return the enclosed evaluation of your experience in hosting a workplace tour within a few days after the tour.

Thank you very much for agreeing to host a workplace tour. Please contact the WBL coordinator at any time with questions or concerns. It is part of his/her job to make sure everything goes smoothly. |  |