



Tips for Hosting a Successful Worksite Tour

Thank you for agreeing to open your business and share your professional experience with students. Your efforts help to build our future workforce and provide students with a valuable experience.

Here is a suggested layout of the tour. Feel free to deviate from this outline as you see fit.

Part 1: The Tour

- Tour the space
- Share your typical day on the job.
- Show where different people work in your business and what they do.
- Point out the various careers available within your company, i.e. administrative, accounting, sales, manufacturing, technical, human resources, etc and the education they require.
- Stress the importance of employability skills such as attire, attendance, punctuality and workplace manners.
- Discuss what you look for in a potential employee.

Part 2: Talk to the Team

- Have other members of your work team meet briefly with the students.
- Discuss your background and why you chose your career.
- Discuss the challenges and rewards of the job.
- Explain what education and training is required to get started and to continue to develop professionally in your specific career.
- Discuss how good reading, writing, and listening skills are important in your business.

Part 3: Q&A

- Remember that the students are just beginning to think of their future and are looking at your profession as a possible career choice. They are looking at the skills it takes to be successful in the working world.
- Teachers are trying to connect what students are learning in the classroom with what they will use in the workplace.
- Students receive guidelines and suggested questions for use during the tours, but may still feel overwhelmed.
- Please do not be offended if they are quiet!