

Best Practices For Developing a Successful Worksite Experience

To create the best possible experience for the young people and for your organization, make sure your worksite:

- Complies with all safety, quality and child labor laws
 - All worksites must adhere to compliance laws and regulations, and will be monitored accordingly
- Always has at least two adult employees/supervisors present
- Assigns an employee mentor to each young person
- Trains employee mentors
- Identifies the specific skill set requirements desired for the youth and matches them to positions accordingly
- Hires at least 2 youth per site
 - This increases youth participation and encourages a team approach
- Provides an opening day orientation for the young people and their mentors
- Focuses on 21st Century skills development for young people
 - These skills are necessary for the development of young people so that they may face the demands in a global economy- please see 21st Century form on the next page for complete listing of focus areas
- Provides engaging work for the young people
- Provides ongoing feedback and performance assessment of the young people at least twice during the experience
 - Youth performance will be assessed on the 21st Century Skills and will be tied to their development in the basic knowledge and applied skills areas
- Encourages the young people to meet other employees in the organization and develop a referral network
- Focuses on the overall learning and career exposure experience of the young people, reinforcing how school is connected to work