# **Employer Industry Tour Toolkit**

#### PLANNING PHASE RECOMMENDATIONS

Recommended Length of Tour:
45 Minutes
Pre-Tour Prep Checklist (Lead up after scheduling)
Who is the contact person at the school?
Where will they park?
Communicate dress code expectations
Communicate what to expect regarding the tour (site info, sounds, etc)

Map out the flow of the tour:

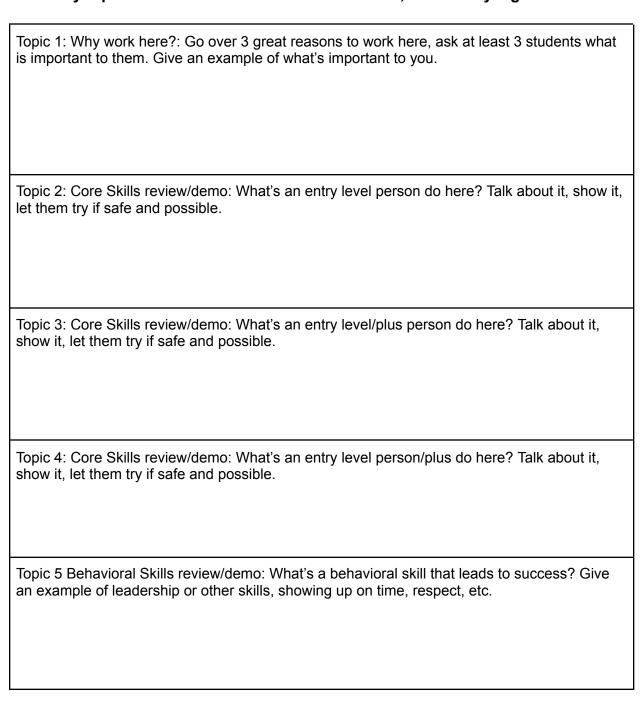
Start, stops, Talking Point interjections w/ Follow up Questions, End Points, Prepare giveaways for answering questions

Prepare Follow up Survey via Google sheet, QR code, if paper and pencil have them complete it there! Limit to less than 5 questions

### **Pre-Tour Preparation Employee Preparation and Talking Points**

Employees should dedicate at least 3 minutes to each topic. Be sure to integrate at least one question/one student interaction in between each topic to increase engagement. Questions could also be checks to make sure they got the message!

Not every topic needs to be covered or in this order, this is only a guide.



Topic 6 Demonstration: Any Wow factor:		
Topic 7 Salary example: Kids want to know how much money they could make! Give a monthly example of what they could take home, overtime, etc.		
Topic 8		
Topic 9		
Topic 10		

## **Day of Tour**

#### **Student Arrival**

Check In, Head Count Set Expectations

#### **Begin Tour**

Don't talk for more than a few minutes without asking a question

Select different members of the group for questions

Offer prizes for answering questions throughout

#### Post Tour

Distribute Survey
Follow up with School Contact for feedback
Contact School to Follow up for a School Visit with Interested Students

#### **High Schools and Contacts**