

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 1: Why work here?: Go over 3 great reasons to work here, ask at least 3 students what is important to them. Give an example of what's important to you.

Topic 2: Core Skills review/demo: What's an entry level person do here? Talk about it, show it, let them try if safe and possible.

Topic 3: Core Skills review/demo: What's an entry level/plus person do here? Talk about it, show it, let them try if safe and possible.

Topic 4: Core Skills review/demo: What's an entry level person/plus do here? Talk about it, show it, let them try if safe and possible.

Topic 5 Behavioral Skills review/demo: What's a behavioral skill that leads to success? Give an example of leadership or other skills, showing up on time, respect, etc.

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

