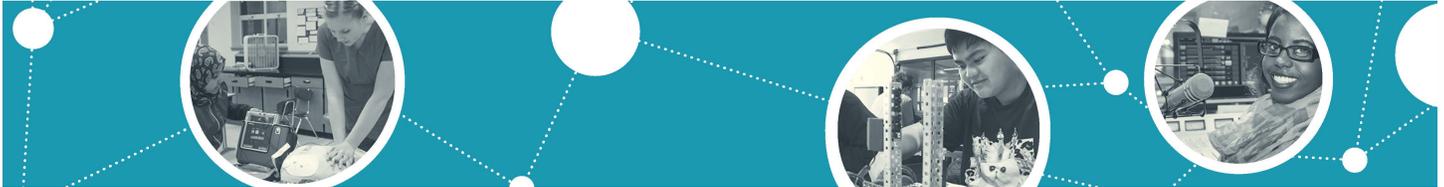




# Partner Connect: *Worksite or Company Tours*



*Worksite or company tours is a great way for students and staff to gain insight into the day-to-day rhythms and requirements of the workplace. Providing opportunities for students and staff to tour your workplace helps them gain a firsthand understanding of the world or work.*

During the company tour employees can demonstrate equipment and technology they use on an everyday basis while highlighting the core skills and knowledge they apply in their jobs. Tours can include groups of students of any size, but employers might consider breaking large groups into smaller ones to facilitate more one-on-one interaction between students and employees.

## WHAT IS A COMPANY TOUR

- *Worksite/company tours provide participants with direct exposure* to companies and insight into employees in their normal work routines.
- *Students gain an appreciation into how each business works*, their unique cultures, and how different roles and functions work together within companies.
- *Students are afforded opportunities to ask questions* ranging from how that company attracts talent, education requirements for various jobs and what it's like to work there.

## EMPLOYER PARTICIPATION

- Serve as host and identify appropriate individuals to participate
- Receive confirmation of site visit at least one week prior to the visit date
- Give an orientation about the company with general information about its operation
- Explain the departments and how they relate to the organization
- Discuss career paths, education, and training needed to perform jobs within the organization
- Provide a site tour of the firm
- Answer student questions
- Complete a PPS CTE evaluation of the experience

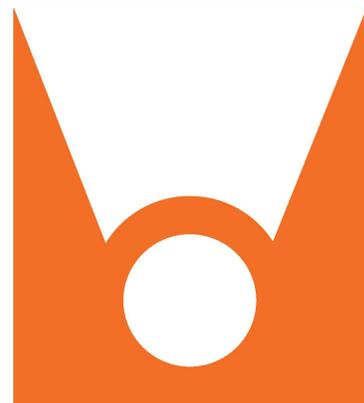
## STUDENT PARTICIPATION

- Complete assignments and participate in career awareness studies
- Be Briefed and prepared for the visit
- Be familiar with the organization hosting the tour
- Display polite and courteous behavior.
- Ask relevant and thoughtful questions prepared in advance
- Complete a PPS CTE CRLE evaluation and required documentation



## LIABILITY EXPOSURE

Liability Exposure at the work site and while the student is in transit is the responsibility of Portland Public Schools. You should think of liability issues in the same manner that you handle them for visitors who spend time in your facility. Plan to coordinate in advance with the Career Coordinator/teacher regarding tour specifics including any safety guidance that should be shared in advance with the participants.



**CAREER  
AWARENESS**





## EMPLOYER BENEFITS

- Employers have the opportunity to nurture student interest in jobs and careers with their company and in their industry.
- Employers can help students understand the education and skills they need to secure jobs with their companies.
- Employers advance their reputation as supporters of education and community leaders among school leaders, teachers, parents, and students.

## STUDENT BENEFITS

- Students get to see an actual workplace and get a firsthand feel for what it's like to work in the employer's industry.
- Students meet with professionals and gain real-world insights into jobs and careers in CTE fields.
- Students gain a fresh appreciation of how workers use the CTE skills they are learning in class every day.

## TIPS FOR COMPANY TOURS: MAKING IT EFFECTIVE AND EDUCATIONAL

- Communicate with the Career Coordinator/teacher in advance to get an idea of the goals for the company tour and any special accommodations needed.
- Confirm, parking, meal arrangements, and the appropriate attire with the Career Coordinators/teachers at the respective schools.
- Gather company brochures, product sheets, videos and any other information you may wish to share or distribute to students.
- Prepare an agenda and notify co-workers of the visit and encourage them to share career experiences.
- When planning for your the tour, be sure to leave time for a question and answer period.
- Inform the Career Coordinators/Teachers of any required safety clothing or safety equipment needed.
- Review the list of possible student questions.
- After tour complete the PPS CTE evaluation survey and follow up with the school to determine.

## POTENTIAL STUDENT QUESTIONS

- What does your organization produce?
- Who are your primary customers?
- What is your job with the company?
- What was your pathway to the job?
- What did you study in school, and what level of education do you have?
- What were your plans when you were the age of the young people on the tour?
- What is it like to do your work (including a description of your typical day and your responsibilities)?
- What are the educational and skill requirements for people in your position? For others in the company and the industry?
- What are some of the skills you apply on the job on an everyday basis, including math, science, writing, and communications?
- How much do you work alone, and how much do you work as part of a team?

Learn more at [www.pps.net/partnerconnect](http://www.pps.net/partnerconnect)