

EDUCATOR EXTERNSHIPS

CONNECTING EDUCATORS TO EMPLOYERS



Educator externships provide an unique opportunity for our region’s employers to support educators in their professional development. By providing teachers exposure to businesses and employers, teachers are better equipped with the important industry knowledge to guide their students along a path toward a career in that field.

It’s a win-win. Teachers can explore occupations and have first-hand, “real life” examples to share with their students. Businesses have a unique opportunity for community involvement that leads to a better understanding of the demands and challenges of education through the lens of an educator.

STEPS TO BUILDING AN EDUCATOR EXTERNSHIP



TIME INVESTMENT SUMMARY

| Human Resources / Talent Recruitment | Business Associates | Educators Onsite |
|--------------------------------------|---------------------|-------------------|
| 4 hours | ~6-24 hours | 2 days to 2 weeks |



1

Engage Early with HR

- Create an adapted but authentic application process
 - Post on career site and have applicants submit interest/articulate the value they hope to get from the experience (even if you will be ‘hiring’ all applicants)
- Confirm and communicate any facility requirements (ie. footwear/headwear)
 - Confirm liability coverage for visitors on the premises
 - Confirm if they will need access to technology or equipment in advance
- Provide a brief onboarding – similar to new hire practices, address the history and purpose of the business as well as future outlook for industry/jobs and skills required. Provide information on career pathways within your jobs, what resources are available for upskilling, how essential skills are leveraged or recognized, provide overview of performance metrics.

2

Recruit Associate Hosts

- Those who are passionate about their work
- Those who embrace that this is a learning experience
- Those willing to continually engage (in a reasonable way) as the extern goes back to their classroom

3

Consider the Experience

- Identify opportunities for externs to sit in on (partial or entire) existing employee trainings
- Where possible, establish an experience that is not completely shadowing, allow them to wrestle with and complete some sort of problem. If providing a project, ensure you’re allowing appropriate time for completion or a transition process for their work.
- Where you can, offer a variety of engagements that allow them to explore multiple areas of your business and gain interdisciplinary knowledge (ie. follow a project through multiple departments)
- Where possible, create time for unstructured networking engagements between associates and externs (ie. open lunches or happy hours)
- Wrap up the experience with a feedback session where both parties can share what they gained from the experience and identify opportunities for future enhancements



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Suggested Activities

Visit a variety of departments and functions within the company, to obtain a full view of the opportunities available.

Take a brief tour of the facilities and departments:

- offices
- meeting rooms
- kitchen/cafeteria/common areas
- training facilities

Receive an orientation to the “human resources” department/functions:

- application materials
- job listings
- working conditions and benefits (hours, flexibility, vacation/leave opportunities, pension/profit-sharing plans, other incentives)
- summer hire programs
- sample resumes
- salary ranges for various positions
- performance review processes and tools

Conduct informational interviews; obtain information on the following:

- the variety of occupations and positions in your industry, company and department
- educational and skill requirements for your position and others in your department
- the career path you took to your position
- “a day in the life...” or “what I like most and least about working in this industry”
- performance standards and measurement
- skill needs

Obtain materials on the company and industry:

- organization chart
- annual report
- brochures
- sample products: reports, presentation materials, etc.

Observe:

- meetings
- informal “coffee talk”
- presentations
- interviews
- screenings

