

SITE VISIT

SITE VISITS provide an opportunity for students to explore careers and the world of work by visiting a business where they will observe and ask questions about careers, skills, and tasks performed by the company. Site visits typically last one to four hours and the group size varies to meet each organization's unique needs. The visits introduce students to potential careers by allowing them to view an organization's daily routines and activities.

DURING THE SITE VISIT a business should provide students with a view of what their company is like because many students have unrealistic expectations about the workplace. Production demonstrations, if applicable, are always an added benefit. Depending on the size of the organization and its type of work, an employer may wish to take a class of 25-30 students on a tour all at once or break the students into smaller groups.

THE STUDENT WILL...

Complete assignments and participate in career exploration activities.

Be briefed and prepared for the visit.

Be familiar with the organization's purpose and functions.

Obtain parental / teacher permission to participate.

Dress appropriately for the worksite.

Complete an evaluation and other documentation.

Liability Exposure: Exposure to liability at the work site should be viewed in the same way you would for visitors who spend time in your facility.

HELPFUL HINTS

- ▶ Confirm parking, meal arrangements (if applicable) and appropriate attire with the contact person at the school.
- ▶ Gather company brochures, product sheets and any other information you may wish to distribute to students.
- ▶ Prepare an agenda and notify co-workers of the visit and encourage them to share their career experiences.
- ▶ Inform the school of any required special safety clothing or safety equipment needed.

Ready to Learn Ready to Work is a partnership with Salem-Keizer Public Schools, Salem Area and Keizer Chambers of Commerce and E3. v2009 workforce@salemchamber.org

THE EMPLOYER WILL...

Serve as host and identify appropriate participants.

Receive confirmation 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 education and training needed to perform the jobs within the organization and the possible career paths available.

Provide a tour of the firm.

Answer student questions.

SAMPLE SITE VISIT AGENDA

- 1. Greetings and Orientation**
 - a. What is expected of visitors
 - b. Handouts
- 2. General Overview**
 - a. History and goals
 - b. Products / Services
 - c. Career paths
 - d. Education/Training requirements
- 3. Walking Tour**
 - a. Product demonstrations: service delivery methods
 - b. Company projects
- 4. Discussion**
 - a. Questions and answers
 - b. Debriefing
 - c. Human resource information

