

# Employer Involvement Guide: How to get involved

**Inspire Madison Region** is an easy-to-use online tool that connects you and your organization to the future workforce in our community. Through **Inspire Madison Region**, you can select any number of experiential learning activities that you or your business would like to participate in. Go to [www.inspiremadisonregion.org/employers](http://www.inspiremadisonregion.org/employers) to enroll. Once registered, select any listed activities.

**AWARENESS**

Awareness activities build awareness of the variety of careers available and training expected for these careers; delivered in elementary and middle schools grades, also common in 9th and 10th grade; typically a one-time experience; often offered to students in groups.

**GUEST SPEAKER**  
*30-60 minutes (per class)*  
Visit a classroom to talk to students about a job, business or industry; personal journey; job duties and responsibilities; skills & knowledge needed; or a specific curricular topic.

**COMPANY TOUR**  
*1-2 hours*  
Host a tour of facilities and operations, highlighting careers within organization; a typical day; student opportunities; or a curricular connection to a specific topic.

**POST-SECONDARY TOUR**  
*1-2 hours*  
Host a campus tour, highlighting institution's facilities; student life; campus culture; academics; and programs offered.

**CAREER FAIR**  
*2-4 hours*  
Staff a booth or meet with a group of students to share career information; advice on pursuing a career; career knowledge needed; and career roles and responsibilities.

**POST-SECONDARY FAIR**  
*2-4 hours*  
Share information about post-secondary institution, highlighting academics; campus life; and answers to general questions.

**CAREER CONFERENCE**  
*2-4 hours*  
Prepare and facilitate an interactive breakout session based on a curricular need.

**EXPLORATION**

Students explore career options for motivation and to inform decision-making. Career exploration activities begin in middle school to inform students' decisions about high school. Career exploration activities provide students with a deeper understanding of the workplace.

**THEMED PROJECT**  
*24+ hours*  
Assist teachers in designing a multidisciplinary learning activity. Potentially provide feedback on student work.

**COMPETITION JUDGE**  
*2-8 hours*  
Judge presentations or competitions and provide constructive feedback regarding student mastery of targeted competencies.

**JOB SHADOW**  
*2-8 hours*  
Provide an opportunity for students to observe, discuss and participate in daily routines and activities of a particular job.

**INFORMATION INTERVIEW**  
*1-2 hours*  
Answer questions in person, by phone, e-mail, or in a group about a profession or specific topic.

**MENTOR/COACH**  
*2-15 hours*  
Offer support, guidance, motivation, and assistance to students as they explore careers. This may occur in face-to-face, virtual, or asynchronous venues or a combination.

**TUTOR**  
*2-15 hours*  
Tutor students working on short-term, targeted academic skills that support long-term academic goals using evidence-based practices aligned to classroom instruction.

**ONLINE DISCUSSION FORUM**  
*2-15 hours*  
Answer student questions about careers, offer advice, share your experiences or otherwise support students using virtual tools.

**PREPARATION**

Supports student's level of performance relative to particular higher-level college and career readiness learning outcomes; extended interaction with professionals from industry and the community; provides students with supervised practical application of previous studied theory.

**RESUME DEVELOPMENT**  
*1-2 hours*  
Review resumes and provide constructive feedback to students.

**MOCK/VIDEO INTERVIEW**  
*1-2 hours*  
Provide students with constructive feedback regarding their interviewing style and how they responded to interview questions.

**E-PORTFOLIO**  
*2-4 hours*  
Review student's collection of artifacts and provide constructive feedback.

**INDUSTRY PROJECT**  
*2-15 hours*  
Collaborate with teachers to integrate specific, authentic industry tasks into curriculum.

**SCHOOL-BASED ENTERPRISE**  
*2-15 hours*  
Help prepare students for the transition from school to work or post-secondary education by providing work experience, typically run on school grounds.

**SERVICE LEARNING**  
*2-90 hours*  
Support students in designing and implementing meaningful projects at local for-profit businesses, government agencies, and non-profits.

**EMPLOYABILITY SKILLS**  
*90+ hours*  
Provide on-the-job paid work experience along with career exploration and planning opportunities.

**YOUTH LEADERSHIP SKILLS**  
*90+ hours*  
Provide leadership or service experience along with career exploration and planning opportunities.

**AUDITION**  
*1-4 hours*  
Observe student performance and provide constructive feedback.

**PRACTICUM**  
*2-4 hours*  
Provide an opportunity for students to complete a short-term project in a professional setting.

**TEACHER EXTERNSHIP**  
*2 hours - 2 days*  
Provide teachers an on-site opportunity to learn more about an organization, industry and the needs in the region.

**COMMITTEE MEMBER**  
*2-40 hours*  
Participate in a variety of workforce development and education preparatory committees.

**COURSEWORK**  
*60-135+ hours*  
Provide coursework (dual credit, youth options, course options, industry-based credentialing, virtual) that encourages students to prepare skills, aptitudes, and interests.

**TRAINING**

Prepares students for employment in a specific range of occupations; most suitable for 11th and 12th grade students; often connects to work leading to industry certification or credential.

**CLINICAL EXPERIENCE**  
*4+ hours*  
Provide an opportunity for students to perform tasks in a supervised, authentic setting.

**ON-THE-JOB TRAINING**  
*45+ hours*  
Provide employee training and serve as an instructor of hands-on training.

**WORK EXPERIENCE**  
*45+ hours*  
Provide employability skill training, for pay, in a work setting.

**INTERNSHIP**  
*45+ hours*  
Provide paid or unpaid experiential learning integrating knowledge and theory learned in the classroom with practical application and skill development in a professional

**COOP SKILL STANDARDS**  
*360+ hours*  
Provide paid work experience for junior and senior high school students, emphasizing technical tasks and employability skills identified by an industry-based certification.

**YOUTH APPRENTICESHIP**  
*450 - 900 hours*  
Provide paid on-the-job training based on statewide youth apprenticeship curriculum guidelines.