

# Work-Based Learning Checklist for Instructors

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This is guide to help with employer outreach and setting up activities like Informational Interviews, Job Shadows, and Work Site Tour that are part of Work-Based Learning (WBL) for Pre-ETS. You may need to add additional steps or details depending on your location, circumstances, students, school, etc.

Suggested Activities to Prepare for WBL	✓
<b>1. Coordination with School (if student is in high school)</b> <ul style="list-style-type: none"><li>• Coordinate potential dates with the student, caregiver(s) or guardian(s), school personnel, and others.</li><li>• Identify required forms (permission forms, releases, volunteer paperwork, etc.).</li></ul>	
<b>2. Coordinate Transportation</b> <ul style="list-style-type: none"><li>• Discuss transportation options (e.g., school, public transportation, taxi/Uber, parent, other resource?)</li></ul>	
<b>3. Prior to Employer Outreach</b> <ul style="list-style-type: none"><li>• Consider existing contacts through the student and their network, teachers, school, community partners, etc.</li><li>• Research employers prior to outreach to be clear about what you are requesting.</li></ul>	
<b>4. Outreach to Employers</b> <ul style="list-style-type: none"><li>• Prepare your introduction and purpose of your call or email (e.g., "We connect students with work-based learning experiences to help gain hands-on exposure to potential careers").</li><li>• Be clear with the ask and be as specific as possible:<ul style="list-style-type: none"><li>– Are you requesting job shadowing, informational interview, worksite tour, etc.</li><li>– Define the anticipated time commitment.</li></ul></li><li>• Highlight benefits to employer.</li><li>• Communicate plan for accommodations, access to space, supports, or assistive technology, without disclosing disability (e.g., "Our students benefit from having clear instructions").</li></ul>	

<p><b>5. Clearly Outline Commitment with Employer</b></p> <ul style="list-style-type: none"> <li>• Define the structure and amount of time for the WBL experience. <ul style="list-style-type: none"> <li>– E.g., informational Interviews are structured conversations, typically 30-60 minutes.</li> </ul> </li> <li>• Coordinate anticipated schedule and agenda. <ul style="list-style-type: none"> <li>– Ensure there is time for students to ask questions.</li> </ul> </li> <li>• Communicate plan for any student needs in a practical and strengths-based way. <ul style="list-style-type: none"> <li>– E.g., students may benefit from visual aids during the tour, students find success with hands-on tasks, limited background noise helps students remain focused.</li> </ul> </li> </ul>	
<p><b>6. Planning</b></p> <ul style="list-style-type: none"> <li>• Confirm date, time, location (on-site, virtual, etc.) and schedule with employer, student, school and guardian(s) if necessary.</li> <li>• Send virtual calendar invitations (e.g. Microsoft Outlook or Google Calendars)</li> <li>• Finalize transportation.</li> <li>• Finalize student supports needed to participate.</li> <li>• Confirm with students and guardian(s), if applicable, their attire for the experience.</li> <li>• Prepare students with necessary WBL materials to research, prepare questions, and other expectations.</li> </ul>	
<p><b>7. Event</b></p> <ul style="list-style-type: none"> <li>• Ensure students have materials or notetakers with them.</li> </ul>	
<p><b>8. Obtain Feedback</b></p> <ul style="list-style-type: none"> <li>• Separately gather feedback from students and employer about what would help next time and what they liked.</li> <li>• Would the employer be willing to do this again?</li> </ul>	
<p><b>9. Follow-up and Thank Yous</b></p> <ul style="list-style-type: none"> <li>• Send a follow-up thank you note or email after the experience.</li> <li>• Work with students on how to do the same.</li> </ul>	

## Additional Resources:

[WBL Activity Outreach Communications Toolkit | Academy Support Hub NAF](#)

- Provides examples and timelines for reaching out to employers

[Planning a Worksite Tour | Transition TN](#)

- This resource breaks down steps to plan a worksite tour.