



Employer Work-Based Learning Development Checklist

1. Before You Begin

- Identify the type of Work-Based Learning¹ experience you can realistically offer:
 - Low-commitment experience² Examples: Guest speaking, site tour, job shadow, mock interviews, and resume reviews.
 - Mid-commitment experience³ Examples: Project-based experiences, short-term internships (e.g. 20-hour models)
 - High-commitment experiences⁴ Examples: Long-term or paid internships, on-the-job training, apprenticeships, or formal worksite learning⁵ placements.
- Define your capacity: staff time, space, and bandwidth
- Identify your point of contact/experience coordinator and alternate(s) for each role
- Decide if this is a one-time event or an ongoing partnership

2. Defining the Experience

- What experience can we facilitate well?
- Who is the audience? (age group, grade level, program focus, career pathway)
- What prior knowledge or skills should participants already have?
- What are the desired outcomes?
- What does success look like for the student? For your team?
- Is there a pathway from this experience to future opportunities at your business?

3. Logistics & Preparation

- What does your team need to facilitate this? (staff, space, materials)
- What do participants need to bring or wear? (equipment, tools, safety gear, dress code)
- Are there liability, background check, or insurance requirements?

Definitions: ¹ **Work-Based Learning (WBL)** refers to a broad range of activities that connect learning to real-world work experiences. These can include career exploration, short-term projects, and internships, and vary in duration and intensity. ² **Low-commitment:** Brief exposure with minimal planning or supervision. ³ **Medium-commitment:** Short-term, structured engagement with defined outcomes. ⁴ **High-commitment:** Sustained placement, generally includes agreements for long-term talent pipelines. ⁵ **Worksite Learning** is a specific type of work-based learning that occurs at a worksite and includes defined supervision, coordination, and requirements. These experiences are typically higher commitment and may carry additional planning or compliance considerations.





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3. Logistics & Preparation (continued)

- Do you need a waiver or parental consent process?
- Is your facility accessible for all participants?
- What is your backup plan if something changes day-of?

4. If You Are Reviewing Resumes

- Have you identified what you want to see in an entry-level resume?
- Are reviewers aligned on feedback standards?
- Will feedback be written, verbal, or both?
- Are you reviewing for your industry specifically or general readiness?

5. During the Experience

- Is there a clear schedule or run-of-show?
- Who greets and guides participants?
- Are safety protocols communicated upfront?
- Is there a reflection or Q&A moment built in?
- Are staff prepared to speak to their own career pathway, not just their job title?

6. After the Experience Process Refinements

- How will you collect feedback from staff, participants, or other organizations involved?
- How will you debrief internally with your team?
- What would you change if you were to do it again?
- If not hiring, is there a next step you can offer? (return visit, project, hiring pipeline, mentorship)

This document was developed by the Business & Education Network, which connects leaders in business and education to prepare youth and expand pathways to workforce opportunities through work-based learning experiences, and is distributed by Hired Workforce Solutions, a regional initiative of the Thurston County Chamber that supports collaboration and the development of sustainable partnerships across the Pacific Mountain Region.

