**Employer Orientation Agenda**

The employer orientation prepares the employees who will host high school students in their workplaces. Typically, the orientation lasts about an hour and is held at a site convenient to most employees or is sponsored by an employer. It should be scheduled approximately one month before the job shadows at a time that works for most of the employees who will be directly supervising the students.

Sometimes students are invited to the orientation session if the time and location make it feasible for them to attend. The orientation session can be a good way to introduce employer hosts to the students assigned to shadow them.

Below is a sample agenda for the employer orientation:

* Introduction of district and school staff working on the job shadow program -- 5 minutes
* Review of the employer’s roles for the job shadows -- 25 minutes
  + Time and duration of the job shadows
  + What students are permitted and not permitted to do in the workplace
  + Safety precautions
  + What kinds of questions to anticipate
* Questions and answers -- 10 minutes
* Employer and student introductions, if students attend – 10-20 minutes (optional)

Note: In rural areas, it may not be possible to arrange a group orientation due to long travel times. In such circumstances, the WBL coordinator may conduct briefings through conference calls or virtual meetings.