



# How Do I Develop Worksites?

Ideas and Practices from  
Youth Opportunities Unlimited

# Employer Selection Process

## Research and Reputation

- Location
- Safety
- Youth friendly work environments
- Actual work youth can do

# Engaging Employers

- Understand employer expectations
- Call, call, call
- Email, email, email
- Make it easy for employers
- Describe our past success

# Develop Materials – Worksite Agreement

- Basic information on company
- Timeframe for job/internship
- Tie to career/industry sector
- Describe duties
- Skills youth will learn and employers need
- Rules of the agreement and Signature
- Information on your agency/one-stop
- Instruction Sheet

# Preparing Materials – Employer Letter

- Context
- Criteria
- Request for action

# Identifying Work Tasks

- Give specific examples to employers
- Tie back to research
- Tie back to employer expectations

# Employer Orientations and Ongoing Communication

- Group or one to one
- Customized based on their needs
- Reemphasize differences between youth and adult placements
- Regular follow-up
- Recognition at the end