



Student/Young Adult Tip Sheet Workplace Tour: Success Factors

A tip sheet for students and young adults on how to get the most out of a Workplace Tour

Workplace Tours are created so you can look behind the scenes and ask yourself if this is somewhere you can see yourself in the future, and to help you understand how what you're learning in class gets used in the real world. Keep these following tips in mind to help you have a successful Workplace Tour.

Before showing up to a Workplace Tour

- Fill out and turn in all required forms in order to participate in the Workplace Tour.
- Figure out what you're supposed to wear based on where the tour will be hosted.
- Do some research on the company or organization you're visiting. Check out their website and learn as much as you can—what they do, their history, and their impact on the community they're in. What kinds of things do workers need to know about?
- Brainstorm a few questions about the company, the industry, career opportunities, and what kind of education and training is needed to work there.
- Practice introducing yourself as a professional (name, grade, organization or school, why you chose to go on this tour, and what you'd like to do with your future).

During a Workplace Tour

- Be respectful! Make sure your phone is off or on silent, don't wear headphones, and don't interrupt the guide.
- Be an active participant. Pay attention and ask good questions. (This is where you can ask the questions you came up with earlier.)
- Think about what you need to know to figure out if the company you're visiting is a place you could see yourself working at in the future. Ask your guide questions about what you see to help you figure out if you might want to work there!
- Network! If you're interested in learning more, ask the people you meet for their business cards so you can follow up with them after the tour.

After a Workplace Tour

- Talk to your teachers, classmates or counselor about the Workplace Tour and your feelings about what you saw. Would you work there or somewhere similar?
- Write a thank-you note to the people who hosted the Workplace Tour.
- Participate in evaluating the Workplace Tour and give ideas to improve future Work-Based Learning activities.
- Be honest!
- Is there more you want to know about this field or job site? Would you be interested in going on another tour in the future?