

# Apprenticeship Implementation



Done?	To Do	Rationale	Time req'd	Timeframe	Optional?	CW Support
	MOU	Partnership document	variable	Before Nov 15	no	Program Manager
	<i>Job Posting training</i>	<i>Ensure job postings are skill based and apprentice-friendly</i>	<i>1 hour</i>	<i>December</i>	<i>yes</i>	<i>Recorded training available</i>
	Job Posting creation	Reflect the unique opportunity at your company	1-2 hours	Nov-Jan	no	Template provided, PgM / RM (HR Strategist support available)
	Student application period (student is applying, business is reviewing)	Provide real-life applicant experience	-	Jan-Feb	no	Education team supports student application process
	Interview skills training for business partners	Prepare for skill-based interviews	1 hour	Dec-Jan	no	Recorded training available, Skillful tool provided, RM & Ops Assoc available for candidate vetting
	HiringThing candidate review	Determine who you will interview	10-15min per applicant	Jan-Feb	no	RM / Ops Assoc available (candidates will already be "qualified" by the RM)
	<i>Open House</i>	<i>Show off your workplace, meet students and parents</i>	<i>2-4 hours</i>	<i>late Jan - early Feb</i>	<i>yes</i>	<i>RM / Ops Assoc available for coordination</i>
	Apprentice interviews	Selection process	variable	Jan-Apr	no	RM / Ops associate available
	<i>Bootcamp input</i>	<i>Communicate your priorities for apprentice bootcamp</i>	<i>individual</i>	<i>Apr</i>	<i>yes</i>	<i>Email thoughts to RM</i>
	Finalize Supervisors / Coaches	Know in advance of interviews who will supervise and support apprentice(s)	individual	early April	no	Talk through ideas with RM, job outlines available
	Finalize offers, apprentice agreements, schedules and logistics	Timing ensures Fall school scheduling	variable	Apr-May	no	Education team / RM
	<i>Supervisor fundamentals training</i>	<i>Designed for first time supervisors</i>	<i>1 full day</i>	<i>May</i>	<i>yes</i>	<i>CW hosted</i>
	Supervising apprentices training	Designed for all supervisors of apprentices	6 hours	May	no	CW hosted
	Coaching Apprentices training	Designed for all apprentice coaches	6 hours	May	no	CW hosted
	Training Plan / apprentice onboarding	Company specific session to plan first 3-4 mos of apprenticeship, Ensure successful entry of apprentice	1-2 hours	late May - June	no	RM / HR Specialist available for consulting and support
	Signing Day	Celebrate your company and the apprentices	2 hours	June	yes (but it's amazing!)	CW hosted
	Bootcamp	Opportunity to speak / prepare apprentices for success	1 hour (full week for student)	June	yes-Biz no-student	CW hosted