

Work-Based Learning Toolkit

Student Company Tour Checklist

When you have the opportunity to embark on a company tour, you're stepping into the realm of real-world businesses and organizations, allowing yourself to contemplate your future possibilities. Here are essential steps to consider as you prepare for this enlightening experience.

Before the Company Tour: Are You Prepared?

- Ensure all necessary forms have been completed and submitted.
- Familiarize yourself with the dress code specified by the workplace you'll be visiting.
- Dive into company research—discover its origins, the spectrum of job roles available, and its community contributions.
- Ponder what you aim to learn from the tour and formulate at least three thoughtful questions about the company and its career offerings.
- Craft your elevator pitch, encompassing your name, grade, your program's purpose, and your envisioned future. Summarize your competencies, accomplishments, and attributes that can positively impress an employer.



During the Company Tour: Maximum Your Experience

- Stay engaged and observant, absorbing the work environment. Can you envision yourself working in such a setting? What job roles intrigue you?
- Actively participate by posing the questions you've prepared and any additional queries that can aid you in deciding if a career in this industry aligns with your aspirations.
- Seek connections between the on-site activities and your classroom learning, understanding the practical application of your studies.
- Seize the chance to exchange contact information with the individuals you meet—ask for business cards or express your interest in connecting on LinkedIn.

After the Company Tour: Continuing Your Career Journey

- Engage in discussions with peers and educators, sharing your company tour experience and your thoughts on pursuing a career within the industry. Which job roles intrigue you? Would you welcome another tour opportunity? What educational path can lead you there?
- Extend gratitude to the tour hosts by composing sincere thank-you notes.
- Provide honest feedback through the tour evaluation, shedding light on what aspects resonated with you and offering insights to enhance future tours.
- Update your Employability Skills Profile, contemplating the forthcoming steps necessary to propel your career objectives.
- Spread the word about your experience via social media—perhaps craft a blog post to narrate the event and its impact on your career vision.

Are you Ready for the Company Tour?

- Submitted all required forms?
- Chosen your attire wisely?
- Explored information about the company?
- Formulated thoughtful questions?
- Refined your resume?
- Rehearsed your pitch?
- Considered sharing your day on social media?

Navigating Social Media Etiquette

Do....

- Select your profile picture thoughtfully.
- Cultivate a professional online presence.
- Craft a compelling LinkedIn profile to showcase your personal brand.
- Prioritize privacy. If you'd rather keep something private, avoid posting it online for all to see.

Don't...

- Share content related to illegal activities.
- Engage in threats of violence.
- Fabricate professional or personal information.