

CWSP Partner Expectations 2019-2020

Commit

- + **Ownership** of the program by your company and one overall coordinating supervisor.
- + **Commitment** to find tasks that are appropriate to a high school level and include growth opportunities throughout the year.
- + Remember the students are of high school age, but have a **desire** to contribute.

- + Corporate partner conducts an **orientation** to match students with departments within the first month of employment
- + Provide performance **expectations** and company culture expectations (technology use, breaks, communications.)
- + Provide a **checklist** that includes daily tasks and a backlog of non-priority tasks. Identify an alternate supervisor in absence of overall coordinating supervisor.

Plan

Deliver

- + **Introduce** them to your office staff as you would for any new employee. Include the student like a full-time employee.
- + Where appropriate, **teach** the students technology used in your office, such as your email, calendar system and databases.
- + When work is slow, provide backlog of non- priority task or **long term projects**.
- + **Include** students in team and department meetings, and possibly offsite events.
- + Hold students **accountable** to your expectations by providing regular feedback to students and relationship manager.
- + **Complete** evaluations, maintain regular **communication** via email and daily time sheets in a timely manner.
- + Identify and pair students with a possible **mentor** for ongoing relationship building.
- + Have fun!

