

SUMMER CHECKLIST

GET YOUR SHOP READY TO SUPPORT LOCAL SCHOOLS THIS FALL

REFLECT ON THE PAST YEAR

- ☐ Do we have ongoing relationships with multiple schools?
- ☐ Were we in touch with all of them this past year?
- ☐ Did we stay active on School Assist and fulfil requests from instructors?
- ☐ Did students get a positive impression of our shop?
- ☐ Did we follow through with the support we promised?
- ☐ Were all support efforts tracked in School Assist? Did we qualify for All-Star Awards?

UPDATE RECRUITING MATERIALS

- ☐ Is it clear on our website that we have opportunities for students?
- ☐ Do we showcase real student experiences (i.e., testimonials, videos, photos, etc.)?

CREATE FALL OPPORTUNITIES CALENDAR

- ☐ Designate a person in the shop to take the lead on school coordination.
- ☐ Document all career days, job fairs, and in-shop training opportunities that you can invite classes to join.

DETERMINE AVAILABLE RESOURCES

- ☐ Can we provide job shadowing or internship opportunities?
- ☐ Who is willing to visit classrooms or speak on career panels?
- ☐ What equipment, tools, or supplies can we donate?
- ☐ Can we provide tours, job shadows, or invite a class to in-shop training?
- ☐ Do we have technicians that are willing to mentor students?
- ☐ Are there any new or existing career fairs we could attend?

REACH OUT TO INSTRUCTORS

- ☐ Reach out to instructors and invite them out to lunch to get a jumpstart on fall collaboration.
- ☐ Make a list of instructors who don't respond, so you can reach out to them the first week of school to set up a call.
- ☐ When meeting with an instructor, come prepared with collaboration ideas.
- ☐ Bring a printed list of student job opportunities.
- ☐ Leave all conversations with clear next steps and a timeframe for following up.