



## Expectations for Manufacturers and new self-matching procedure.

### Important Dates:

August 1, 2023 – September 1, 2023: Employer will register.

September 5, 2023: Self-Matching for Educators will open.

October 2, 2023: Best Practices Employers Meeting.

October 11, 2023: Self Matching for Educators will close.

**Self-Matching Overview:** Discovery Manufacturing will utilize SignUp Genius for our new self-matching procedure. Starting Sept. 5, 2023, educators will be able to go into SignUp Genius and select the company that they want to tour. Once the educators are signed up, the employer will receive all necessary information to prepare for their upcoming tour. This will also provide you as the employer with a direct connection to the educator who will touring your business.

### For In-Person Tours:

**Step 1:** Please review the following video: <https://youtu.be/VpaskY6KG5k>

**Step 2:** Form a committee within your company or appoint a specific person to plan and execute your Discovery Manufacturing Week 2023 tour.

**Step 3:** Register for DMW.

- Provide firm dates and times.
- Provide the number of students that can visit the facility comfortably.
- Provide a detailed overview of your business and what the educator can expect. Sell your company!
- Provide a company photo to display on the self-matching platform.

**Step 4:** Start planning for your upcoming tour.

- Consider reaching out to Jessica VanSolkema ([jvansolkema@westmiworks.org](mailto:jvansolkema@westmiworks.org)) to request a mentor employer who can support you as you prepare for your upcoming tour.
- Review the employer toolkit and best practices worksheet provided at time of registration.
- Prepare in advance to safely allow students into the working area.
- Mark parking areas and entrances clearly with signage.
- Designate a host to welcome the students. Consider providing light refreshments or snacks.
- Select 2-3 employees to talk to students about the skilled work that they perform:

- One employer representative should have overall knowledge of the company and be senior level. They should also be able to connect with students and communicate with excitement and enthusiasm.
- A second and third person physically performing the work and able to explain what they are doing and talk about “a day in the life.” A younger apprentice has connected exceptionally well in the past.
- Provide information on career paths in your company and what a typical day looks like.
- Highlight company culture, environmental policies, awards, apprenticeships, internships, job shadowing opportunities, and how to apply for positions.
- Facilitate discussion along with a designated time for Q & A. Consider small rewards for students that ask a great question or answer correctly.
- Consider opening the tour up to the media or your internal communications and marketing team.

**Step 5:** Connect with your educator.

- Review the SignUp Genius starting September 5, 2023, for possible block party opportunities.
- Introduce yourself to the educator which chose your location as soon as possible.
  - Keep in mind, they may be busy teaching a class. Be patient.
- As you learn more about the student group that will be touring your facility, be sure to craft the tour to meet their specific needs and interests.

**Step 6:** Provide an expectation tour and follow-up.

- Once the tour is complete, please contact your educator. It is important to maintain a direct link into the classroom. Provide updates on apprentice and job shadowing opportunities.
- Complete the employer survey.
- Attend the employer debrief session to provide valuable feedback about your experience.

**We are here to support you.**

Please connect with Jessica VanSolkema ([jvansolkema@westmiworks.org](mailto:jvansolkema@westmiworks.org)) with any questions or additional information.