



Top Concerns of WorkReady Youth in the Workplace

Most of us are nervous when starting a new job. Do your part to ease the fears and concerns of the youth in your office. You can start with the following tips:

Be prepared to receive the youth on his/her first day!

Don't forget to mark the start date on your calendar. Making a young person feel welcome on the first day sets the tone for the rest of the internship.

Where should the youth go?

The young person should have a place to call their own. A chair, desk, phone, and computer are good places to start. It's not much fun being shuffled from the desk of one absent employee to another.

Give them real work!

Young people want to work and learn. This is an opportunity for the participant to experience something completely new. Guide them in the right direction and provide them with meaningful tasks.

Provide clear directions and explanations.

When assigning work, make sure to give detailed explanations. While the work may seem easy, it may not be so obvious to someone who's never done it before.

Give feedback.

These students may not have the business skills or experiences you were expecting. If your young person makes an oversight, privately and politely explain how the situation should be handled in the future. If the job is well done, be sure to offer positive feedback.

Make some time.

The best mentor in the world is not effective without spending the necessary time mentoring. Youth may not always speak up if they feel like they're not getting enough attention, so the responsibility of making sure they're okay is on you!

We want to be included too!

Is there a staff meeting that your youth can attend? Headed to lunch with a couple of people in the office? Try to include your youth in the daily life of your workplace.