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Hire Your Students For Real-Life Learning

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8-12 Business/Tech Teacher

Hope High School

About Me

- ▶ 4th year teacher at Hope High School
- ▶ Business & Computer classes: 5th-12th
- ▶ 7 years of business industry experience prior to teaching
- ▶ 2nd year of student-run business





Why does work experience benefit high school students?

<http://tinyurl.com/hireyourstudents>

How can we teach these skills?

- ▶ Effort to acquire a job – Application Process
- ▶ Self-understanding - Interview
- ▶ Expectations – Job Description
- ▶ On-the-job Training – Resources and Practice
- ▶ Interaction with customers – Public Involvement
- ▶ Feedback – Performance Evaluation
- ▶ Compensation – Grades





Age Appropriateness

- ▶ Works best with 11-12 grade students
 - ▶ More prepared from classes already taken
 - ▶ Looking ahead to college/workforce
- ▶ Can work for 10th grade if they are mixed in with older students
 - ▶ Older students lead by example
 - ▶ Can hold jobs with lesser expectations
- ▶ 9th or lower would need modifications from what will be presented today
 - ▶ Not enough basic business skills in most situations

What does the real-world expect from an applicant?

- ▶ Paper/Electronic Application
 - ▶ Personal Information
 - ▶ Work History & Skills/Experience
 - ▶ Basic Questions about self
- ▶ Resume
- ▶ Cover Letter
- ▶ Application Deadline

Application for Employment

We provide accommodations for persons with disabilities in the hiring process. If your disability please let us know, and we will provide assistance.

ng

Date of Application

First Name

City

Middle Initial

Date Avail

ou 18 years of age or over?

es No Yes If No, Date of Birth

Education



Can students do this?


- ▶ Prepare forms and questionnaires tailored to students
- ▶ Give them examples (Visual and Verbal)
- ▶ Make it relevant to where they are in life - include volunteering, student activities, etc.

Awkward now = prepared later...

Interview your students

- ▶ Ask them questions about themselves
- ▶ Have them explain what job they want and why
- ▶ Get someone else to help
- ▶ Make them dress the part
- ▶ Pretend you don't know them






What would you ask your students?

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Job Descriptions: Students Need Expectations

- ▶ Give them a title
 - ▶ Assign tasks that fit with the title
 - ▶ Put it in business terms
 - ▶ Not a limit, just a guideline
- 

What does it look like?

Lion's Paw Print Shop

Job Descriptions

Shop Manager – Student supervisor over all print shop operations. Responsible for making sure others stay on task, project planning and scheduling, quality control, and customer satisfaction. This person will need to learn as much as they can about all aspects of the business so that they can be a resource for other students who may struggle to understand tasks or concepts. This job is 2nd in command to Mrs. Painter.

Production Manager – This person will be in the opposite class as the Shop Manager and will be the shift supervisor for that class and oversee all production operations on the printer and the vinyl cutter. Responsible for keeping students on task and ensuring that jobs are completed on time.

Accountant – Responsible for creating and maintaining financial records for the print shop. Tracks all income and expenses and help determine prices for various projects and custom job quotes. Prepares financial reports as requested.

Marketing Director – Responsible for advertising the print shop to the local community through ads, flyers, Facebook, etc. Distribute pricing lists and possibly attend events that could potentially source customers for our business.

Webmaster – Maintains Hope School Website and Facebook Page. Does work for website customers of the print shop. Create and maintains webpage for the Print Shop.

Graphic Designer (2) – Create logos and designs, edit and retouch photos. Work with customers to create satisfactory custom designs.

Print/Vinyl Technician (3) – Operate the printing and vinyl cutting equipment to produce the products of the print shop. Learn how to use all features on the machines and successfully operate them with minimal waste and errors.

Supply Clerk – Keep records of supplies on hand and help determine when supplies need ordering. Help find and order supplies for custom design jobs as necessary. Track price changes for supplies.

This is an overview I give students at the time of application. More specific details can be provided after jobs have been assigned.

I created the specific number of jobs necessary for each student to have one job.

On The Job Training Resources

- ▶ YouTube
- ▶ Blogs & Websites
- ▶ Suppliers
- ▶ Older Students
- ▶ Demonstrations
- ▶ Make students find their own for their specific focus areas





Real-Life Learning NEEDS Real Life

- ▶ Students need real-world interactions to learn about customer service skills.
 - ▶ Students can be customers
 - ▶ Parents can be customers
 - ▶ Teachers can be customers
 - ▶ The general public is customers
- ▶ Make every student worker treat every business transaction as a real customer, regardless of whether the is their best friend, their mother, or a total stranger



How can we prepare students for real-world customer interactions?

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Performance Evaluations

- ▶ Both teacher and student supervisor should evaluate, at least quarterly
- ▶ Set criteria and levels of performance
- ▶ In-person discussion is the most important piece – sit across the table from your student and speak to them as their boss will someday

(see handout)



Compensation

- ▶ Grade students at least in part based on reality, not school culture
 - ▶ A = Excels far above average
 - ▶ B = Above Average
 - ▶ C = Average
 - ▶ D = Below Average
 - ▶ F = FIRED!!
- ▶ Attendance is an important part of job performance, make it count in the student's grade!