

HOST PROFILE

This form can be filled out by the host directly or by the managing organization. Learn more about the roles in the [Career Development Experiences Toolkit](#).

Please note that the information provided in this profile will be used by the managing organization to determine best fit for participants and match them to host sites. Please fill out the entire form and include any additional information you deem necessary regarding participant's completion of a career development experience with your organization/company.

Is this your first time hosting a career development experience? Yes No

HOST SITE INFORMATION

Name of Host: _____

Address: _____

What are your standard business hours? _____

Is there any flexibility in the participant's work hours? Yes No

If yes, please explain: _____

Please provide a brief description of your company or organization:

How would you describe the dress code?

Business Professional Business Casual Casual Required Uniform

Other: _____

Are there any specific requirements for clothing or clothing that are not allowed (e.g. open-toed shoes)?

Describe the office environment. (For example, is it loud? Quiet? Casual? Conservative?)

CONTACT INFORMATION

Host Contact

Name: _____

Department & Title: _____

Phone Number: _____

Email: _____

Primary Supervisor for participants*

Check here if same as host contact: Yes *If yes, please skip this section.*

Name: _____

Department & Title: _____

Phone Number: _____

Email: _____

Secondary Supervisor for participants (if applicable)*

Name: _____

Department & Title: _____

Phone Number: _____

Email: _____

**If primary and/or secondary supervisors are not known at this time, they must be determined and communicated at least one week before a participant's first day of the CDE.*

CAREER DEVELOPMENT EXPERIENCE – INDUSTRY INFORMATION

National Career Cluster(s) that the host site is able to provide a CDE for (mark all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Agriculture, Food & Natural Resources | <input type="checkbox"/> Hospitality & Tourism |
| <input type="checkbox"/> Architecture & Construction | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Arts, A/V Technology & Communications | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Business Management & Administration | <input type="checkbox"/> Law, Public Safety, Corrections & Security |
| <input type="checkbox"/> Education & Training | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Government & Public Administration | <input type="checkbox"/> Science, Technology, Engineering & Mathematics |
| <input type="checkbox"/> Health Science | <input type="checkbox"/> Transportation, Distribution & Logistics |

CAREER DEVELOPMENT EXPERIENCE – FOR PARTICIPANTS

Which of the levels of supervision (below) best describes how participants will typically be completing tasks and projects?

- Independently with minimal guidance or oversight
- Independently for some tasks but closely with supervision for others
- Closely with host staff at all times

Please describe the tasks and projects that participants will be expected to complete (*managing organization may follow-up with additional questions related to a host's ability to address Essential Employability and Technical Competencies to further assess fit*):

Please list any particular skills or personality traits that will be necessary or helpful for a participant to complete tasks and projects:

Are there any onboarding requirements before a participant's first day? Yes No

If yes, please describe and include any relevant paperwork or links to be completed:

If applicable, please describe any of the following regulations and/or requirements of the following:

Safety regulations: _____

Age requirements: _____

Required certifications/training: _____

ADDITIONAL INFORMATION

What else should we know about you to help identify a participant to be placed at your site?

Please list any additional contacts (other than those listed on p. 2) who should be included in any communication regarding the CDE (full name and email address):

Are you interested in learning more about and/or participating in any of the following other work-based learning opportunities? (*Audiences for these may be participants or managing organization staff as applicable.*)

- | | |
|---|---|
| <input type="checkbox"/> Career Fair | <input type="checkbox"/> Guest speaking |
| <input type="checkbox"/> Job shadows | <input type="checkbox"/> Site visits |
| <input type="checkbox"/> Advising on curriculum | <input type="checkbox"/> Career Mentoring |
| <input type="checkbox"/> Other: _____ | |