

A TEMPLATE FOR [CAREER DEVELOPMENT EXPERIENCES](https://edsystemsniu.org/career-development-experience-toolkit/)

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](https://edsystemsniu.org/career-development-experience-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):

 Agriculture, Food & Natural Resources  Hospitality & Tourism

 Architecture & Construction  Human Services

 Arts, A/V Technology & Communications  Information Technology

 Business Management & Administration  Law, Public Safety, Corrections & Security

 Education & Training  Manufacturing

 Finance  Marketing

 Government & Public Administration  Science, Technology, Engineering & Mathematics

 Health Science  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.)*

 Career Fair  Guest speaking

 Job shadows  Site visits

 Advising on curriculum  Career Mentoring

 Other: