

# HOST SITE ASSESSMENT

The following assessment should be completed and reviewed by the managing organization before a host is confirmed to offer a career development experience (CDE). As a managing organization, it is important to understand the capability of a host to support a participant and meet the expectations of the CDE, as well as provide a safe working environment. If a host does not meet any of the following expectations, consider how they might be supported to meet this expectation or whether they are not able to provide a CDE at this time.

Note: These are suggested items to collect about a host to assess fit for a CDE placement. Please consider any additional unique needs and make modifications as necessary to this assessment. This assessment should be considered with the information collected from the host profile.

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## MEETING EXPECTATIONS OF THE CDE

Name of Host: \_\_\_\_\_

What opportunities (tasks, projects, events, etc.) are they willing to provide for participants to develop Essential Employability and Technical competencies?

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How hands-on are hosts to support and train participants on assigned tasks?

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Is the host open to participants of different racial, ethnic, and socioeconomic status?

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Can the host engage in all required activities of the CDE?

Activity	Yes	No	Comment
Orientation			
Site Visit			
Professional Skills Assessment			
Weekly Participant Check-ins			

Is the location of the host site reasonably accessible to participants? *(Note: A site may only be accessible to a small number of participants; if the site aligns to a majority of those participants' interests and support needs, then it works!)*

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Is the host able to provide the equipment and supplies needed for participant's to complete their tasks?

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Is the host able to provide a safe environment? *(Note: These items do not cover all hazards present in the workplace. Hosts should have a safety assessment checklist that they can run through with the managing organization as applicable. Learn more from the Occupational Safety and Health Administration.)*

	Yes	No	Comment
Are all worksites clean and orderly?			
Are fire extinguishers present and dated?			
Are first-aid kits available?			
Are work areas adequately illuminated?			
Are smoke detectors present and intact?			
Is the work environment free from trip hazards?			
Are exit signs visible, unobstructed, and illuminated?			
Is the work environment free from flammable liquids and/or open flames?			
Are hallways, corridors, aisles, and stairways clear of objects, boxes, shelves or other debris?			
Are tops of shelves free from heavy objects?			
Do electric cords show signs of fraying, wear, or splices?			