

SITE VISIT AT HOST

The following is a guide of information to observe and discuss when conducting a site visit at the host during a participant's CDE. Depending on the managing organization's policies, not all participants and hosts may complete a site visit. Site visits are valuable to provide managing organizations an in-depth look at the day-to-day experiences of their participants. They also provide an opportunity for managing organizations, participants, and hosts to gather collectively for any needed discussions (i.e., performance reviews, goal setting, feedback on professional skills assessment, etc.) and/or review a participant's demonstration and development of Essential Employability Competencies.

If a participant or host raises any concerns about the CDE, site visits are a valuable opportunity for the managing organization to observe firsthand and facilitate an in-person discussion with participants and hosts to resolve the concerns. In-person discussions are especially important if it seems likely that a participant is going to be put on an improvement plan or potentially removed from the site.

MAKE TIME FOR BOTH ONE-ON-ONE AND GROUP INTERACTIONS

Managing organization should consider meeting with hosts and participants one-on-one and have them provide their responses before meeting together as a group. As a liaison between participants and hosts, managing organizations should create the space where hosts and participants feel that they can speak freely.

After meeting one-on-one with participants and hosts, the managing organization should consider where there are similarities and differences in their responses and how these can be discussed together as a group to ensure a successful career development experience. Managing organizations should also determine any items that need to be discussed one-on-one with participants or hosts based on feedback received that should not be covered in a group discussion.

COMMUNICATING EXPECTATIONS

When scheduling, communicate the purpose of the site visit and provide any questions that participants and hosts will be expected to respond to. Confirm the site visit with a calendar invite to both participants and hosts.

SUGGESTED QUESTIONS

Date of Site Visit: _____ **Host Site:** _____

Participant Name: _____

Host Supervisor: _____

Site Visit Completed By: _____

OBSERVATION

- A safe, clean working environment that meets industry standards
- Equipment and materials provided meet the needs of participants to complete tasks
- Host supervisor or another host staff member is onsite and available at all times
- Participant is engaged in tasks related to their career interest area and/or pathway
- Host has completed an orientation with participant, including any applicable safety training(s)

QUESTIONS FOR HOSTS

Send in advance so hosts may prepare for the site visit.

- How is everything going overall? Does the participant seem to be adjusting to the site environment?
- What are the participant's main tasks and responsibilities?
- How would you describe the participant's strengths?
- What have been some challenges or areas for improvement so far?
- How has the participant shown initiative? Are they able to work independently on any tasks?
- What are some goals that you have for the participant? Are there any new responsibilities or challenges that they can take on?
- What feedback do you have for [managing organization]? How can we further support you as a host?

QUESTIONS FOR PARTICIPANTS

Send in advance so hosts may prepare for the site visit.

- How have you enjoyed your career development experience so far?
- What has been your favorite part about working here?
- How would you describe your strengths? How have these contributed to the host site?
- What new skills have you learned?
- What has been challenging or confusing for you?
- Do you have any goals or tasks/experiences that you would like to pursue while here?
- What feedback do you have for the host or [managing organization]? How can we further support you?

CHECK-IN ON ESSENTIAL EMPLOYABILITY COMPETENCIES

Use the chart below for a snapshot assessment of how participants are performing to meet expectations of the Essential Employability competency statements (these should be reviewed with greater detail through a participant's professional skills assessment). Both participants and hosts should complete this chart to compare their responses and look for areas of alignment/differences to inform a discussion centered around attainment of these competencies. Provide the [Recommended Technical and Essential Employability Competencies](#) document for detailed statements of each competency.

Essential Employability Competency	Developing	Meeting	Exceeding
Teamwork & Conflict Resolution			
Communication			
Problem Solving			
Decision Making			
Critical Thinking			
Adaptability & Flexibility			
Initiative & Self-Drive			
Reliability & Accountability			
Cultural Competence			
Planning & Organizing			