A TEMPLATE FOR CAREER DEVELOPMENT EXPERIENCES

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 Participant 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
- Architecture & Construction
- Arts, A/V Technology & Communications
- Business Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing
- Science, Technology, Engineering & Mathematics
- 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: __________________________