

CAREERWISE

BUSINESS CHECKLIST

CREATE JOB DESCRIPTION

Determine apprentice occupations and create job descriptions by January. Begin to think about who on your team could fill the supervisor and mentor roles and include them in this process. It is crucial for the success of the apprenticeship to make sure that these key people are on board and understand the program and the apprenticeship pathway. There is a template for businesses on VVP's website.

SIGN MOU

Finalize the number of Apprentices and the pathways that you will be hiring for.

APPRENTICESHIP FAIR

Attract and meet student applicants! This is your chance to help the students explore and understand your businesses apprenticeship opportunity. (See event dates on the back)

BUSINESS ONBOARDING

Meet with your Customer Success Manager to get trained and Login for Hiring Hub. You can start reviewing resumes of candidates as soon as they start coming in around March.

INTERVIEWS

1st round interviews will be at Edwards Early Learning Center and scheduled by Christy. (See event date on back) You will pick your top applicants and reach out to schedule a second interview on site sometime in April. This allows for a more in-depth interview/discussion and opportunity to show them where they would be working.

VET AND HIRE APPRENTICES

Once your business has made a hiring decision, you may begin your onboarding process and gather all paperwork that needs to be completed before their first day of work. **Reminder that these are still students and have never been through this process. They may need more support from your Human Resources team on how to complete this process.

SUPERVISOR TRAINING

This is a professional development training for any staff that will be working with apprentices. They will gain the knowledge in the apprenticeship program and learn tools and strategies that will help them with their apprentices' success. It is a wonderful team building event with supervisors and apprentices!

2025-2026

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BUSINESS EVENT TIMELINE

SEPTEMBER - DECEMBER

- *Determine Occupations and Apprentice quantity
- *Finalize Job descriptions
- *Sign MOU
- *Determine Hiring Managers & Supervisors

JANUARY

- *Student recruitment will begin - this is done by the VVP
- *Schedule Onboarding meeting with Christy

FEBRUARY

- ***17th** EVHS Apprenticeship Fair - 10am-12pm @ H2 Building
- ***19th** BMHS Apprenticeship Fair - 10am-12pm @ Library
- *Applications will begin to come in at the end of the month. You can access them through your Hub account.

MARCH

- ***18th** Interviewing Night - Location TBD 4pm-8pm
- *Businesses choose top applicants
- ***VERY IMPORTANT**- Hiring managers are updating applicants status in the Hiring Portal.

APRIL

- *Business schedules 2nd round interviews on site
- *Business emails out job offers
- *NOTE: It is Spring Break April 20th- 26th (students might be out of town)
- ***VERY IMPORTANT**- In addition to updating the hiring portal we ask that you also send an email to all 2nd-round interviewees that you do not choose to hire.

MAY

- *All apprentices hired and placed
- *Businesses on-board apprentices

JUNE

- ***1st & 2nd Apprenticeship Bootcamp Training** - CMC 9am - 3pm
- *2nd Supervisor Training - CMC 9am - 2pm
- ***Apprentices begin working full time**

QUESTIONS

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