

## ROLES TO CONSIDER DURING ONBOARDING

### Executive Sponsor

**Who:** Executive Leader

**Role(s):**

- Drives awareness and excitement on apprentice program throughout the organization

### Business Apprentice Champion

**Who:** Human Resources or Executive Leader

**Role(s):**

- Primary point of contact for CareerWise
- Helps resolve programmatic level questions and issues
- Good understanding of the MOU to disseminate details to all supervisors and coaches
- Determines apprentice roles within the organization based on need and compatibility with CareerWise competency sets
- Escalation contact for any program related issues with apprenticeship
- Communicates all program related updates to Supervisors and Coaches
- Communicates Supervisor or Coach personnel changes to CareerWise

### Hiring Manager

**Who:** Human Resources or Supervisor

**Role(s):**

- Makes apprentice hiring decisions.
- Manages CareerWise Applicant Tracking System (ATS) responsibilities.
- Responsible for all interactions with applicants including reviewing, interview setup, and dispositioning ATS system.

### Apprentice Supervisor

**Who:** Apprentice Direct Manager

**Role(s):**

- Monitors and guides the apprentice through training
- Evaluates the apprentice competency mastery
- Creates a work environment conducive to learning

### Apprentice Coach/Mentor

**Who:** Human Resources, non-Supervisor Employee

**Role(s):**

- Meets with the apprentice monthly to help navigate questions about the company and his or her career

### Marketing/Communications

**Who:** Marketing/Communications/Public Relations

**Role(s):**

- Decision maker on various CareerWise promotions or event asks