



CareerWise Colorado  
TOMORROW'S TALENT TODAY

## JOB POSTING GUIDE

Congratulations on adding youth apprenticeships to your talent strategy! The first step in attracting candidates to your position is the job posting. Communicating an apprenticeship to a high school student is different than attracting a seasoned professional. Here are a few tips to make your job posting stand out and get you the best applicants:

1. **Less is more:** Use the “Who We Are” section to tell your story but keep it brief. What is the product or service your organization offers? Who are your customers? What is it like to work there? Team environment? Working with highly knowledgeable professionals? Team focused?
2. **Avoid industry “jargon”:** We all do it. Each industry has its own language and typically the people you hire speak that language. A high school student will need to learn that language. Ask yourself if a student will understand the terms and description.
3. **Be specific:** In the “What You Will Do” section, be specific and follow the Less Is More advice above. What exactly will the apprentice do? Who will they work with?
4. **Let us handle the educational requirements:** CareerWise apprentices are approved by their counselor to apply. They must be on-track to graduate and not have attendance or disciplinary issues. We use College Board Accuplacer language to ensure that apprenticeship opportunities are open to all approved students.
5. **Questions:** Your Relationship Manager is your best resource for questions about job postings. We also have an HR Strategist on the CareerWise team who is available for consultation.

**Thank you for your commitment to both the success of the apprentices who will join your organization and for creating future talent!**

## SAMPLE - Apprenticeship Posting: Project Coordinator

### Apprenticeship Details for a three-year commitment:

- Schedule: Year 1 - minimum of 12-16 hours / week <2 full days, 4 half days, etc>
- <Location>
- <Department>
- *Total apprentices for this position:*
- *Total apprentices at company:*
- <work environment description (office – sitting / standing / walking / bending -, production floor – lifting / standing, etc.)>
- Apprentice compensation – Year 1:

### Who We Are:

#### *Description of your*

*<Keep it simple and brief, avoid industry “jargon”... Please insert a short paragraph talking about your company and what makes it different to work there. Include details that capture the core values, culture and mission of your company, so job seekers more clearly understand the environment they will be working in.>*

### What You Will Do:

#### *Summary of the role and activities*

The Project Coordinator is an integral member of a project team who contributes to the development and completion of projects that vary in size and complexity. You will organize and document project activities under the direction of a Project Manager (PM) and / or Project Director.

#### *5 or less – examples are below*

- Attend meetings and assist with determination of project requirements
- Track the progress and quality of project work
- Use project scheduling tools to monitor projects plans, work hours, budgets, and expenditures
- Communicate relevant project information to the client and project team
- Keep the Project Manager (PM) and others informed about project status and issues that may impact client relations

### Who You Are:

#### *Preferred mindsets and interests*

- **Organized:** You are responsible and possess discipline and determination. You are focused; a planner who likes to achieve and improve.
- **Service Orientation:** You have no issue making other people’s problems your own.
- **Cooperative:** Others might say you are good-natured, unselfish, and polite. You are genuinely interested in others’ needs and pleasant.

### What You Have Done:

#### *Educational Requirements for Applying Candidates*

Applicants should be able to communicate clearly and concisely, both verbally and in writing.

Applicants should also be on track to master the following arithmetic competencies by the beginning of the apprenticeship in order to access potential college-level training content (as outlined in College Board Accuplacer Program Manual, October 2016):

- *perform the basic arithmetic operations of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and mixed numbers*
- *make conversions among fractions, decimals, and percents*

Applicants should be on track to master the following reading competencies by the beginning of the apprenticeship (as outlined in College Board Accuplacer Program Manual, October 2016):

- *answer questions that require them to synthesize information, including gauging point of view and intended audience*
- *recognize organizing principles in a paragraph or passage*
- *identify contradictory or contrasting statements*

Applicants must have basic working proficiency in Microsoft Word and Excel and experience communicating through email, including with attachments.

### What You Will Learn:

*Occupational Competencies the apprentice will develop in the role*

- **Project Management:** Tracking a business project from beginning to end using spreadsheet or software tools to determine timelines, budgets, owners, and stakeholders.
- **Judgment and Decision Making:** Considering the relative costs and benefits of potential actions to choose the most appropriate one, utilizing technical common sense to reduce overall impact of decisions on the customer.
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*Foundational Competencies the apprentice will develop in this role*

- **Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking appropriate questions to identify root cause through iterative questions, making sure to understand the severity of a problem.
- **Coordination:** Adjusting actions in relation to others' actions; able to improve overall team performance and consider broader impact of individual decisions; aware of overall team goals and context; writes code that can be read and maintained by others.
- **Critical Thinking:** Using logic and reasoning to identify the risks and rewards of alternative solutions, conclusions, or approaches to problems; seeing the big picture and identifying patterns like a large number of tickets for the same type of issue; identifying opportunities for improvement.

### Apprenticeship Certification(s):

- *<Note: Insert any specific certifications the apprentice will attain in the role at your company by the end of Year 3. We will include the list of certifications he/she will attain through our training program.>*
- This apprenticeship will include a minimum of 12 college credits