

## APPRENTICESHIP OCCUPATION SELECTION GUIDE

This worksheet is designed to help your company identify the talent challenges it faces and potential occupations for a CareerWise youth apprentice. In addition, your feedback will provide us with valuable insight on other high-need occupations that we can add to our current roadmap.

### 1. Start by listing all the positions for which your organization hires

### 2. Apply a wage filter

**ACTION:** From your list, cross out any occupations for which a fully-trained employee makes under \$17.50 per hour or under \$35,000 per year.

**RATIONALE:** We develop apprenticeships that put young adults on a trajectory towards rewarding and financially sustainable careers. Apprentices whose near future includes a job paying \$35,000 or more are on such a trajectory. Aligning our apprenticeships with relatively high-paying occupations also lowers the perceived risk for students and parents in choosing this educational path.

### 3. Apply a youth labor law & safety filter

**ACTION:** Cross out any occupations for which there are youth labor law and/or safety concerns for 16 and 17-year-olds. Please reference the "[Youth Labor Laws](#)" handout, which outlines Colorado and U.S. youth labor laws.

**RATIONALE:** We are committed to keeping our youth apprentices safe and our business partners compliant with the Department of Labor (DOL) and the Occupational Safety and Health Administration (OSHA).

### 4. Identify occupations with high growth or high turnover

**ACTION:** Of the remaining occupations on your list, **highlight** the five for which you have the greatest number of annual job openings.

**RATIONALE:** Youth apprenticeships provide you with a reliable talent pipeline for a given occupation. To take advantage of this talent pipeline, we will align your apprenticeships with occupations that have market growth potential and/or frequent openings.

## 5. Identify occupations with anticipated hiring needs

**ACTION:** Of the remaining occupations on your list, **highlight** any occupations for which your organization has an aging workforce or anticipates retirements in the next 5-7 years.

**RATIONALE:** Apprenticeships can help you prepare for the future as a proven mechanism for transferring organizational knowledge from your veteran employees to the next generation.

## 6. Identify occupations that take a long time to fill

**ACTION:** Of the remaining jobs on your list, **circle** the five occupations with the highest “time to fill.” In other words, the occupations for which the most time expires between the posting of a position and the start date of the new hire.

**RATIONALE:** CareerWise apprenticeships are a solution to our business partners’ most pressing workforce needs. Positions that take a long time to fill tend to be where the workforce needs are greatest. By implementing the CareerWise apprentice system, you will have in-house talent ready to deploy.

## 7. Identify occupations for which the qualified applicant pool is thin

**ACTION:** Of the remaining occupations on your list, **underline** the five occupations with the lowest “qualified candidates per hire.” In other words, underline the occupations where you tend to have only a few qualified candidates apply.

**RATIONALE:** A lack of qualified applicants for a given position is another indicator of workforce needs. Training and building your own talent through the CareerWise apprentice system will help address this challenge.

## 8. Consider the education requirement of the identified occupations

**ACTION:** Cross out roles which do not require a high school diploma. Next, evaluate whether a given position *truly* requires a bachelor’s degree and cross out occupations where an undergraduate degree is a true prerequisite.

**RATIONALE:** CareerWise apprenticeships prepare students to fill “middle skills” roles immediately following program completion. “Middle skills” roles require more than a high school education and less than a 4-year college education. Over the long-term, CareerWise apprenticeships prepare students for any role as they use this experience as a springboard to continue learning in the workplace and in the classroom. With sustained success, our high-quality apprenticeships may shift your business’s thinking and open more roles to candidates who have the right combination of skills and work experience and reduce the need for a Bachelor’s degree as a default qualification.

## 9. Identify the leading contender occupations

**ACTION:** Review your list for occupations that have the most markers (highlights, circles, and underlines). Are there any occupations with all three markers? Are there any occupations with two of the three markers? On the next page, list the five occupations that have the most markers.








## 10. Identify your matches

**ACTION:** To find your matches, compare your final occupations and the career pathways on the next page. If there are multiple compelling matches, you can offer multiple types of apprenticeships, or further narrow your selection by considering qualitative factors such as:

- Where do we have strong supervisors who would enjoy coaching an apprentice and sharing their expertise? Who could effectively train an apprentice?
- Do I have a department with a stronger training and learning culture than others? Are there positions that I believe a young person would enjoy more than others?

## 11. Request a new occupation

**ACTION:** We are a business-led organization solving talent pain points for our business partners. If, after looking at our 10+ supported occupations, you do not see an occupation that fits your needs, please fill out [this form](#) to request CareerWise's consideration in developing a new occupation. If multiple companies are willing to hire apprentices in your suggested occupation and it leads to a potential middle-skill job earning a living wage, we will build it for you.

PRIMARY PATHWAY	SAMPLE OCCUPATIONS	FINAL IDENTIFIED OCCUPATIONS
<p>ADVANCED MANUFACTURING</p> 	<p>Maintenance Technician            Manufacturing Technician            Quality Technician            Logistics Technician            CAD Drafter            CNC Machinist</p>	<hr/> <hr/> <hr/> <hr/>
<p>INFORMATION TECHNOLOGY</p> 	<p>Database Administrator            IT Support Tech            Quality Assurance Tech            Junior Coder</p>	<hr/> <hr/> <hr/> <hr/>
<p>FINANCIAL SERVICES</p> 	<p>Commercial Loan Officer            Insurance Underwriter            Retail Banking            Insurance Underwriter</p>	<hr/> <hr/> <hr/> <hr/>
<p>BUSINESS OPERATIONS</p> 	<p>Project Coordinator            Business Ops Associate            Sales Coordinator            HR Associate            Graphic Designer</p>	<hr/> <hr/> <hr/> <hr/>
<p>HEALTHCARE</p> 	<p>Nursing (CNA to LPN)</p>	<hr/> <hr/> <hr/> <hr/>
<p>HOSPITALITY</p> 	<p>Hospitality Management</p>	<hr/> <hr/> <hr/> <hr/>
<p>TRAINING &amp; EDUCATION</p> 	<p>Teacher (Paraprofessional to Licensed Teacher)</p>	<hr/> <hr/> <hr/> <hr/>