

ROLES TO CONSIDER DURING ONBOARDING

Executive Sponsor

Who: Executive Leader

Role(s):

- Drives awareness and excitement about apprentice program throughout the organization
- Approves renewals and expansion

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 mentors
- Determine 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 mentors
- Communicates supervisor and mentor 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 updating 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 Mentor

Who: Human Resources, non-Supervisor Employee

Role(s):

- Students are encouraged to choose mentor (to be approved by employer)
- Meets with the apprentice monthly to help navigate questions about the company and his or her career
- Mentor encourages and facilitates internal and external networking for apprentice

Marketing/Communications

Who: Marketing/Communications/Public Relations

Role(s):

- Decision maker on various CareerWise promotions or event asks

Finance

Who: Accounting

Role(s):

- Receive billing invoices from CareerWise