



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!

APPRENTICESHIP POSTING: Business Operations Associate

LOGO

Include link to high resolution logo for your business.

QUICK FACTS

Include all appropriate information.

Compensation: \$ /hour

Work Address: Street Address, City, State

Schedule Overview: Include any requirements/constraints

Other Perks: Include any special perks that your company offers employees like snacks, yoga, transportation pass for free, etc.

Education / Credential Benefits: This employer has committed to investing a maximum of \$4,000 per year for additional training (either for industry training, credentials, and/or for job-specific college coursework). If your education / credential benefits are different, please note that in this field.

Start Date: Include any requirements or expectations

Age Restriction: For Spring 2021 hiring cycle, students must be 16 by September 2021. If that differs for your company, please write that in.

Transportation Options: Note what access to transportation your business has in this field. Examples: Car Only, Bus access, Train access, Subway access, etc.

Drug Testing: Yes/No

Background Check: Yes/No

APTITUDE TEST

Include all appropriate information. If nothing extra is required other than the application and resume, please just leave this section blank and nothing will populate on the job posting. See example below for what's required for a manufacturing position.

Wiesen Test of Mechanical Aptitude Information:

- **Who:** This is a required assessment if you are applying to apprenticeships in the Advanced Manufacturing Pathway.



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- **What:** *The Wiesen Test of Mechanical Aptitude is a 60-question multiple choice test. Test takers have 30 minutes to complete the test. As an aptitude test, no manufacturing work experience or specific industry knowledge is required to succeed on the Wiesen Test. Rather, the Wiesen Test assesses your understanding of general concepts like gravity, momentum, and volume.*
 - **Why:** *Wiesen test results give employers a sense of whether you will be a quick learner for hands-on roles.*
 - **How:** *Follow these steps to take the Wiesen Test.*
1. Determine when and where you will take the Wiesen Test. You'll need a quiet environment, internet access, and 30-minute time window.
 2. Click on this link to begin the test: <http://www.ondemandassessment.com/verify/apply/ySvAyDm/hhwPhTDE>
 3. Fill in your name and contact information.
 4. Complete the 60-question multiple choice test.
 5. Results will be automatically shared with CareerWise and the companies that you are applying to for Advanced Manufacturing Pathway apprenticeships

WHO WE ARE

Description of your company

<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.

Include relevant company links. Examples include:

Social media channels

Relevant news.>

WHAT YOU WILL DO

Summary of the role and activities. We have given you some language if you needed assistance in what this role will do, but please customize this section to fit your specific job as needed.

The Business Operations Associate is an integral member of a team who contributes to the development and completion of projects that vary in size and complexity. You will work under the direction of a team leader or director.

5 or less – examples are below

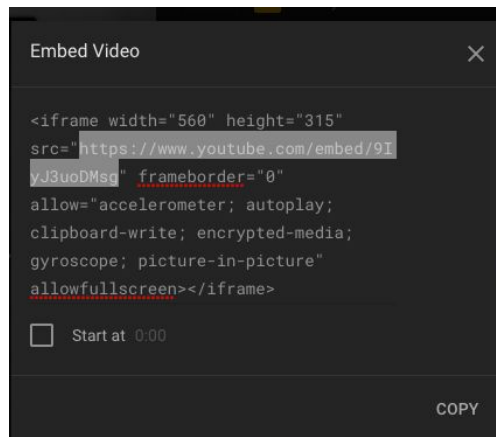
- Attend meetings and assist with determination of project requirements
- Track the progress and quality of project work
- Use project scheduling tools to monitor projects plan, work hours, budgets, and expenditures
- Communicate relevant project information to leaders and team

VIDEO

Put a company video here for the applicant to understand more about your company. You need an embedded link from YouTube, Vimeo, etc. See example below of the embed link for a YouTube video and how to find it.

On a standard YouTube video, you can find it by:

1. Click “share”
2. Click the “Embed Link”. See graphic.
3. Copy and paste the link after the “src=” tag in the displayed text. Link will have the word “embed” in it. Links to videos only work if they are specifically links used to embed on a page.



```
Embed Video ×  
  
<iframe width="560" height="315"  
src="https://www.youtube.com/embed/91  
yJ3uoDMsq" frameborder="0"  
allow="accelerometer; autoplay;  
clipboard-write; encrypted-media;  
gyroscope; picture-in-picture"  
allowfullscreen></iframe>  
  
 Start at 0:00  
  
COPY
```

WHO YOU ARE

Preferred mindsets and interest for the roles. Business should choose 3 – 6 from this list. In Salesforce, they will be chosen in a picklist.

- **Organized:** You are responsible and possess discipline and determination. You are focused; a planner who likes to achieve and improve.
- **Service Oriented:** You love helping people even if it means getting your hands dirty.
- **Team Player:** You like accomplishing things as part of a team.
- **Good Communicator:** You are comfortable talking with all different kinds of people - all ages (including adults!), interests and walks of life.
- **Leader:** You are often the one to take the lead in a group project for school.
- **Tech Savvy:** You feel completely comfortable navigating technology/your computer.
- **Detail Oriented:** You are highly conscientious and pride yourself for rarely making mistakes.
- **Great Time Manager:** You usually thrive during semester-long projects by managing your time well.
- **Good Under Pressure:** You perform well under pressure. In stressful situations where others might freeze, you burst into action.
- **Hands on Learner:** You like working with your hands.
- **Mechanically Inclined:** As a kid, you loved making things as well as taking them apart.
- **Self-Starter:** You enjoy learning on your own; you've frequently found tutorials or videos to help yourself learn how to do something.
- **Dedicated:** Your friends or family trust that when you say you'll do something, you'll follow through.
- **Problem Solver:** You get energized by solving the problem. You might really love story problems in school.
- **Good Listener:** You are often told you are a good listener.
- **Trustworthy:** Friends confide in you; they trust you to keep their secrets.
- **Good with Numbers:** You are getting A's on your math tests in score and working with numbers give you energy.
- **Hospitable:** You love making an experience extra wonderful for everyone involved.
- **Social Media Guru:** Your social media posts always have great captions
- **Teacher's Heart:** You enjoy helping other people learn something new.
- **Flexible:** You are calm and can keep your cool when something doesn't go according to plan.
- **Cooperative:** Others might say you are good-natured, unselfish, and polite. You are genuinely interested in others' needs and pleasant.
- **Coachable:** You have a learning mindset and know that there is always room for improvement. You welcome feedback from your peers.
- **Accountable:** When you say you will do to something, you always make sure to follow through on your commitment.
- **Compassionate:** You understand and recognize the suffering of others and want to do something about it
- **Dependable:** You are reliable, responsible, and understand how important it is to be where you need to be, when you need to be there, and prepared for what you need to do.
- **Analytical:** You tend to see patterns and make connections where others don't.



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- **Creative:** You think outside of the box and like to look at things from a different perspective.
- **Procedural:** You believe that everything has a correct process. If you don't follow the right steps in the right order, the world might end...

