

# Youth Retention Checklist

## First Impressions

- Help youth feel invested from the beginning. This includes youth friendly messaging on your job postings, company website and social media.
- Provide guidance and understanding about what kind of job youth are applying for (ie. location, honest job expectations). Youth can't know what they don't know!
- Consider partnering with a Youth Serving Organization or Community Program to get support finding and supporting youth. Youth who have a relationship with someone who refers them are more likely to feel comfortable.
- Consider simplifying your application process and including questions that ask questions about the job seekers' personality and individual characteristics.

## Interviews

- Connect with youth quickly and effectively by building rapport. Help them feel comfortable with a smile, a joke or a friendly greeting.
- Help build confidence by acknowledging their accomplishments and responding to answers in an encouraging manner.
- Talk about career advancement opportunities and investment in long-term growth.

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- Share a realistic job preview with the job seeker. Share some of the challenges your employees face as well as the perks and exciting parts of working with your company.
- Share details about the organization to establish organization fit as well as job fit.
- Provide training for hiring managers on interviewing. Consider how your interview style would impact a youth and what you can do to modify it.

## Onboarding

- Send a welcome video before the employees first day. This is appealing to youth in a digital age and can help them feel more comfortable starting their new position.
- Make sure your team is aware and prepared to welcome a new person. Consider sharing some information you know about the person to help staff build relationships easily with them.
- Complete a clear written and verbal walkthrough of expectations. Recognize and include different learning styles during your onboarding process.
- Ensure current staff are using encouraging, embracing language and are supporting their growth.

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- Build a sense of belonging and excitement by giving a welcome item or swag.
- Ensure key introductions happen with coworkers on the first day. Provide positive adult mentor connections. Consider even pairing the new staff with a buddy who can be their 'go to' person.
- Ensure time is carved out so the person is fully supported their first day. Remember your first day and the nervous feelings that may be present.
- Provide a balanced introduction to job duties- not all policy reading, not all following someone around.
- Allow time for questions and have a quick check in after the first day.