

# Employer Survey Engagement



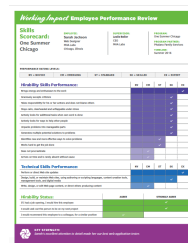
**1** Throughout the employer engagement process share that work-based learning and summer job programs are focused on building core 21<sup>st</sup> century work readiness skills called Hirability. Share the Skills Champion Handout which has the Hirability Skills on one side and a Feedback Coaching resource of the other. Discuss the importance of their role in being a skills coach to support the development of these skills as well as skills related to their specific job (technical skills).



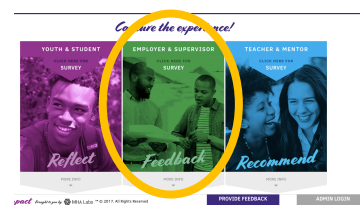
**2** For participating supervisors and on-the-job mentors, encourage them engage in skills development conversations using the “Check In Starters for Work” Handout. They can also have their intern use the “Boss Your Power” list of conversation prompts to check-in week. Skills feedback and reflection drives performance!



**3** For supervisors that will complete a survey share a copy of the Employer Performance Review Scorecard and explain that during the last week of the program they will be completing a survey that will email this scorecard with directions on how to give a final skills performance review. That the survey is not a general program evaluation but a review of each intern’s performance on the job that will help them understand their work readiness and plan for the future.



**4** Before the end of the program, ideally 7-10 days, send an **personalized** email to supervisors announcing the launch of the Employee/Intern Performance Review Period and to complete a skill-based performance review on each employee/intern from your program using the [www.workingimpact.org](http://www.workingimpact.org) website. Then before their youth leave at the end of the summer, to use the Scorecard to conduct a final debrief session highlighting strengths and areas for growth. To support the further development of their intern’s career pathway. **See next slide for sample email.**



What we know is **NOT SUCESSFUL**, is when organizations never reference skills development and the performance reviews over the course of the entire program. Then when they email supervisors at the end, they simply ask them to complete a program survey using program compliance language. Not specifying it is actually a skills review of the youth they supported all summer. Often listing the request with other final requests like timesheets.

# Employer Survey Email



## OSC-MHA Working Impact Survey Sample Outreach to Employers

*Feel free to write your own email outreach but the key to increasing employer survey completion is to frame the survey as an Intern/Employee Skills Performance Review not a generic program evaluation survey.*

### SUBJECT LINE:

Please Provide Feedback On Your Intern's Performance!

Dear \_\_\_\_\_,

Thank you for being such a supportive supervisor this summer. It has been an honor working with you as part of Chicago's commitment to youth career and leadership development. As part of this mission, we are excited to have you participate in our One Summer Chicago Skills Performance Review survey that gives feedback on your interns' skills performance and development.

Simply go to [www.workingimpact.org](http://www.workingimpact.org) and click on the big green button that says Employer and Supervisor. We request that you complete one performance review on each of your interns then use the resulting Scorecard have a final debrief. Scorecards are automatically emailed to you from the platform with debriefing suggestions.

In the first section, please select the following drop-downs:

- City: **Chicago**
- Organization: **(Delegates, write in the name of your org here, check the website to see exact listing of your org)**
- Program: **(Delegates, write in the name of your program here, check the website to see exact listing of your program)**

We are sincerely grateful for your support. This survey allows us to empower youth with strength/growth feedback and a portfolio-worthy scorecard that can be used to access new college and career opportunities.

Thank you,  
**(Your name here)**