



## Youth Apprentices-ready Employer Checklist

Is your organization ready to implement an apprenticeship program? Apprenticeships can serve as a strong tool towards quality and diverse talent recruitment and development. There are many factors to consider when implementing an apprenticeship program. As you advance through each question below, do not be discouraged if your organization is not quite ready to launch a formal apprenticeship. The Buffalo Niagara Partnership can provide the necessary resources to make your organization apprentice-ready.

### CHECKLIST

- Is there a recruiting, screening, and testing mechanism in place for new hires?
- Has target audience for filling critical positions been identified (dislocated workers, high school or community college students, incumbent workers)?
- Have skill set, education, and certificates required for in-demand positions and paths been identified?
- Is your company facing a potential crisis with an aging workforce?
- Does your company have existing and qualified individuals to serve as mentors?
- Have you determined the number of apprentices your company can sustain?
- Does your company have a workforce succession plan?
- Does your company have a sufficient budget to train apprentices?
- Have you identified a preferred training provider?
- Has your company completed Diversity, Equity & Inclusion (DEI) training?
- Does your company have a DEI workplace strategy?
- Does your company have a DEI Director, or someone leading DEI efforts?
- Does your company have a DEI committee?



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## Youth Apprentices-ready Employer Checklist continued

### CHECKLIST

- Is your company able to hire youth, younger than 18 years old?
- Is your business/organization on a major bus line?
- If not, is there any form of transportation assistance offered to employees?
- Are you committed to making a full-time job offer with at minimum, a salary of \$45,000 annually after the successful completion of the apprenticeship?
- Are you comfortable making space in the apprentice's schedule to take the required college coursework?

Connect with our team to discuss how apprentice-ready your organization is, and if an apprenticeship program is right for you.