

Existing Employee Recruiting Guide

The easiest way to recruit apprentices is to spread the word about the program to your existing employees!

Schedule a Meeting

Organize a meeting after school hours to share general information about the apprenticeship program with classified staff members currently working in apprenticeship occupations such as Paraeducator or Secretarial positions.

Get the word out by sending an email invitation to existing employees and/or post Apprenticeship Workshop Announcements in staff rooms. A Workshop Announcement sample can be found on the website under Employers/Recruitment.

Refer to the Employers/Recruitment website page to obtain copies of the Recruiting Brochure that can be edited to include your school district Apprenticeship Coordinator contact information.

A Recruiting Sign-in Sheet sample along with other recruiting tools referenced in this guide are available on the website at the bottom of the Employers/Recruitment page at <https://www.educationapprenticeship.com/recruitment>

Prepare a Presentation

You may request a copy of an Apprenticeship Recruiting Slideshow from the JATC to use during your recruiting meeting. The JATC slideshow is an abbreviated version of the slideshow used in the Introduction to Apprenticeship course. You may modify it to fit your recruiting needs.

Many Apprenticeship Coordinators choose to use the website as their visual aid during a recruiting meeting. Areas to consider focusing on would be:

1. ABOUT page that explains what apprenticeship is
2. EMPLOYEES page to review the benefits of apprenticeship
3. OCCUPATIONS highlighting key information about each program occupation
4. NEWS & INFO page APPRENTICESHIP STORIES videos

It may be very helpful for the Apprenticeship Coordinator to review the Introduction to Apprenticeship video course prior to presenting information to employees to refresh their memory of the program details that will be shared during the meeting.

Follow-up

Follow-up with the employees who signed in at the meeting and invite them to schedule a one-on-one meeting with the Apprenticeship Coordinator to discuss becoming a registered apprentice in more detail.

One-on-one Meeting

During the one-on-one meeting, the Apprenticeship Coordinator provides a copy of the New Apprentice Checklist and a copy of the Program Requirements that pertain to the occupation the employee is qualified to become a registered apprentice in to the employee.

Program Requirement documents for each apprenticeship occupation can be found on the website under Occupations. The New Apprentice Checklist can be found at the bottom of the Recruitment website page at

<https://www.educationapprenticeship.com/recruitment>

The Apprenticeship Coordinator then reviews the following key items with the employee to help them better understand the benefits and responsibilities of becoming a registered apprentice:

1. This program requires an apprentice to continuously take college classes with a minimum of 144 hours (about 15 credits) per year. Use the Program Requirement document to review the RSI courses (college classes) that the employee will be expected to complete during their apprenticeship.
2. An apprentice can attend classes at one of the college partners at a 50% tuition rate. Additional information on each participating college including the registration process, financial aid, and college contact information can be found on the website under College Partners at <https://www.educationapprenticeship.com/colleges>.

A new apprentice may choose to attend classes at a different college so long as they are completing the required RSI courses for their program and providing transcripts to verify completion of the courses. It is important to note that the JATC can only guarantee the 50% tuition rate at the participating colleges.

3. Advise the new employee to check with their school district to see whether support for tuition is available through professional development funds.
4. An apprentice may receive RSI advanced standing credit for college credits received prior to becoming a registered apprentice. Each college partner has a specific process to follow to review transcripts and grant credits. Details on how to have college transcripts evaluated are available on the College Partners page of the website at <https://www.educationapprenticeship.com/colleges>
5. RSI college courses are completed outside of work hours on the employee's own time.
6. There is a one-time \$50 fee to become a registered apprentice in this program.

7. An apprentice will be required to submit an Apprenticeship Work Progress Record, which can be found on the website, documenting their OJT/RSI on a monthly basis to the Apprenticeship Coordinator.
8. An apprentice must remain in the same job classification at a participating school district for the duration of their apprenticeship in order to remain in the apprenticeship program for that job classification.
9. If the employee would like to become a registered apprentice, then follow the instructions in the New Apprentice Registration Process to register them. This process can be found on the website at the bottom of the Recruitment page at <https://www.educationapprenticeship.com/recruitment>
10. Once an employee is registered, they may use the New Apprentice Checklist provided at the beginning of the one-on-one meeting to help guide them through the next steps.