

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.