



## Tips for Worksite Tours

1. Go to the [CareerCruisingNetwork.org](http://CareerCruisingNetwork.org) to find tour opportunities.
2. Plan ahead. Contact your Talent Link staff member or the company well in advance of the desired tour date.
3. Be very specific about what you would like the tour to include.
4. Prepare your students for the tour. Set clear expectations for behavior, and follow through quickly if issues arise so that the speaker is not interrupted. Understand that your group's safety is most important to your tour guide, but he/she should be able to focus time and energy on providing a valuable experience for your group.
5. Keep information about great tours so you can re-connect in following years.
6. Prepare students to ask good questions.
7. Send a thank you to the tour guide. Better yet, have students send thank you notes or sign a card. Not only does this make the tour guide's day, but it also helps students learn professional etiquette.
8. Take time to evaluate your experience. Complete a workplace tour survey by clicking on the link below.

***For more information, visit [thetalentlink.org](http://thetalentlink.org).***