

THE NYC CENTER FOR YOUTH EMPLOYMENT PRESENTS

# CAREERPASS EMPLOYER GUIDE



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# ABOUT

## THE CENTER FOR YOUTH EMPLOYMENT

The Center for Youth Employment (CYE) pursues a simple but profoundly important mission: to dramatically expand and improve opportunities for young adults in NYC to gain work experiences, add skills, and explore potential career interests - all with an eye towards supporting the next generation of talent to power our local economy.. CYE uniquely focuses not on one agency, subpopulation, or age range, but the entirety of the youth workforce landscape. Positioned between the private sector, the philanthropic community, city government, and nonprofit service providers—CYE serves as convener, connector, advisor, and internal driver for meaningful systems change.

## CAREERPASS

As part of its mission to help young New Yorkers explore potential careers, the Center has launched CareerPass - a set of opportunities for youth and young adults to visit prominent New York City employers in a variety of industries including Business and Professional Services, Fashion, Healthcare, Hospitality, Media, Real Estate, and Technology. Interested firms host small groups of youth for part of a work day, arranging a tour of their work space, and describing their business operations and the various career paths within their industry.

### SPOTLIGHT: I.U.O.E. LOCAL 14

Students from the High School for Energy and Technology in the Bronx attended a CareerPass visit at the I.U.O.E. Local 14 - NYC's crane operators union. During their visit, students toured the union's training facility from Local 14's senior members, including the crane simulator. They also had the opportunity to learn about life in a union, the necessary training, job prospects, and skills need to succeed on the job. This was a great opportunity for our students to consider a career they might not have thought about prior to CareerPass.





# WHY HOST A CAREERPASS VISIT?

- 1** This experience will give you an opportunity to bring more young people into your workplace and deepen engagement with young adults in your community, better understanding their interests, challenges, and aspiration as potential workers or customers.
- 2** Hosting a site visit is a light-touch, low-commitment way for you to initially connect with youth and young adults, and gauge staff and executive-level interest in additional activities, such as taking on interns.
- 3** Department of Education schools and non-profit organizations that provide work readiness and related services for youth with benefit from exposure to prominent employers, and learn more about how to better prepare their young adults for potential employment opportunities at your organization.
- 4** Finally, the youth and young adults who participate will have a unique opportunity to learn about your industry and observe your employees in action. This experience will have a lasting impact - giving them greater insight about how to prepare themselves for the world of work through the lens of a potential position with your organization.

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# THE CAREERPASS COLLABORATION

Each CareerPass tour is planned through collaboration between the Center, a host company, and a NYC public school or local nonprofit.

## THE CENTER'S ROLE

Connects interested firms with schools or nonprofits serving young adults. Works with host companies to develop and agenda for the visit in advance.

## HOST'S ROLE

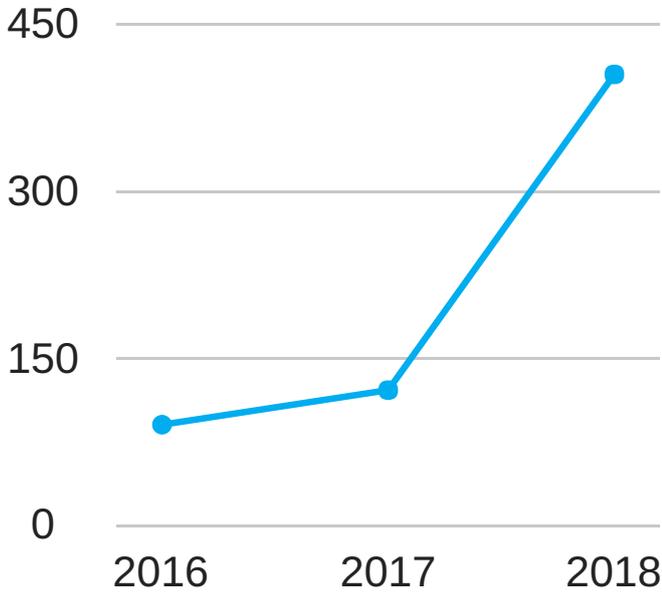
Provides a 2-4 hour program for visiting youth, including a tour of the physical site, opportunities for Q&A with staff, and well-prepared speakers and presenters. Provides breakfast or lunch to young people.

## SCHOOL OR NONPROFIT'S ROLE

Prepares youth in advance of the visit to ensure they have a valuable experience, and conducts appropriate follow-up activities. Arranges all travel logistics.

# CAREERPASS IMPACT

YOUTH SERVED



YOUTH SAY

"The biggest takeaway for me is that you should focus on building real ongoing relationships when networking and not just ones that you contact once or twice for a favor."

"I used to want to pursue a career in the magazine world, but was always discouraged. Now that I've seen how many opportunities for growth and learning there are in a magazine company, I actually feel encouraged."

## OUR PARTNERS:



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# KEYS TO A SUCCESSFUL SITE VISIT

## PREP MATERIALS



Before the visit, share resources and background materials with the Center to prepare youth for the tour. This can include a history of the company, overview of the business's operations, the agenda for the site visit, or bios of the people they will meet that day. This will help the young people come to the site visit with relevant, informed questions.

## TOUR AND INTRODUCTIONS



On the visit, lead the young people through a tour of your workplace that gives them a sense of the daily activities of your business. Briefly introduce them to colleagues, so they can get a sense of the different departments at your firm.

## DISCUSSION AND Q&A



Following the tour, arrange a panel or discussion with employees, ideally those close in age to the visitors. It is best to assign a moderator who asks the panel prepared questions and then open the panel up to questions.

## INTERACTIVE WORKSHOPS



Interactive activities that give young people a sense of what it is like to work in your field are very popular. Examples include coding activities, human centered design workshops, or mock pitch events. Additionally, résumé reviews, mock interviews, and speed mentoring very valuable to the young people.

## EVALUATION



After the site visit, share your feedback about the experience with the Center so we can enhance future CareerPass tours for youth and employers.

## CONNECT WITH THE CENTER FOR YOUTH EMPLOYMENT



After your visit, consider other ways in which your firm could get involved, including mentoring opportunities, partnering with a career and technical education high schools, hosting high-achieving interns, or participating in the Center's industry networking events.

# SAMPLE SCHEDULES

TIME	ACTIVITY
9:30 AM	Check-in
10:00 AM	Breakfast and Employer Opening Remarks
10:30 AM	Tour of offices and employee introductions
12:30 PM	Coding Activity with Employees
1:00 PM	Career Panel Discussion with Executives
1:30 PM	Closing Remarks and Dismissal

GRADE:

TIME	ACTIVITY
12:30 PM	Check-in
1:00 PM	Lunch and Employer Opening Remarks
1:30 PM	Fashion Company Private Access Tour
2:00 PM	Résumé Review
2:30 PM	Career Panel and Q&A
3:15 PM	Mock Interviews
4:00 PM	Closing Remarks and Dismissal

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# FREQUENTLY ASKED QUESTIONS

## **Is there any cost to the employer for CareerPass?**

We ask that host employers cover the expenses for a meal or snacks provided to the young adults who participate. Otherwise there are no costs.

## **How old are CareerPass participants?**

CareerPass participants range in age from 14 to 24. CYE will work with you to make sure that your visit suits the needs of the participants..

## **When do CareerPass visits take place?**

CareerPass visits can take place year-round. Typically visits are 2-4 hours and take place either during a morning breakfast session (10 a.m. start) or an afternoon lunch session (1 p.m. start.)

## **What makes for a successful visit?**

In our experience, the most successful visits include a mix of hands-on activities and interactive question and answer sessions. Additionally, sessions that give young people practical takeaways (i.e résumé reviews, mock interviews) are extremely helpful. We welcome your ideas, too!

## **How can I sign up?**

We're glad you asked! Please contact the Center for Youth Employment's Business Partnerships Manger, Devin Corrigan, at [dcorrigan@cityhall.nyc.gov](mailto:dcorrigan@cityhall.nyc.gov).





To host a CareerPass visit at your business,  
please contact Devin Corrigan at  
[dcorrigan@cityhall.nyc.gov](mailto:dcorrigan@cityhall.nyc.gov)