



# Youth Employment Checklist

**Employer Name:**

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**Manager Name:**

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**Mentor Assigned:**

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**Date Completed:**

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## Is your business ready to hire a young person?

Do I have someone who is good at teaching in the team?
<b>Who?</b>
<b>What experience do they have?</b>
Do I have a clear induction process?
Am I prepared to commit to regular communication and check ins?
Do I have someone who would be a good support person (not their manager) to act as a mentor?
<b>Who?</b>
<b>What experience do they have?</b>
Do I have a clear idea what it is that I want the young person to do?
Am I prepared to commit to training and developing this new person?
<b>What characteristics does a manager of a young person need to have?</b>
Ability to teach rather than just do
Approachable
Can take things slowly
Ability to explain thoroughly what is expected- and set timeframes!
Adaptable to different communication styles

**I've got a young person starting, do I have everything sorted for them?**

## Have I communicated to them:

What their job is?
What their hours are?
What they need for their first day?

## Have I prepared their induction plan? This includes:

The story of the company (purpose, values, things coming in the future)
A site tour
Health and Safety
Introductions with the team and key people in the organisation
What you hope they will get out of their time with you
Asking them what they want to achieve with their time at work
Discussing with them expectations such as:
Timeliness
Question asking
Initiative- what that looks like to you
What their expectations of you are

## Have I communicated to the wider team:

What the role of the young person is and who they report to?
What the role of the young person is not?
Confirmed their manager and what the expectations are of them?
<b>Meeting date:</b>
Confirmed their mentor and what the expectations are of them?
<b>Meeting date:</b>
Prepared ongoing check ins and ways to give and receive feedback? This could be a fortnightly catch up between the new start and their manager.
<b>Frequency of meetings:</b>

If you do not have all the above ticked, your workplace may not be ready to successfully support a young person. Contact [myvoice@ema.co.nz](mailto:myvoice@ema.co.nz) for information about what you can do to upskill and remain relevant in the competitive labour market.