

# EMPLOYER ONBOARDING GUIDE & CHECKLIST

## FROM HANDSHAKE TO FIRST DAY

Everything a host employer needs to welcome a youth apprentice — from registration and mentor selection to safety requirements and launch.



# EMPLOYER ONBOARDING GUIDE & CHECKLIST

## FROM HANDSHAKE TO FIRST DAY

A step-by-step path from "we're interested" to "our apprentice starts Monday." Designed so a busy plant manager or HR lead can see exactly what's required — and what the program handles for them.

## 1. WHAT HOSTING ACTUALLY INVOLVES

| YOU PROVIDE                                    | THE PROGRAM PROVIDES                                               |
|------------------------------------------------|--------------------------------------------------------------------|
| Paid OJT hours at the registered wage schedule | Pre-screened, school-endorsed student candidates                   |
| A journey-level mentor for each apprentice     | Mentor orientation and coaching guides                             |
| A safe, supervised work environment            | Registration paperwork prepared with you, not dumped on you        |
| Competency sign-offs each quarter              | Scheduling coordination with the school; a single point of contact |
| Feedback to improve the program                | HR templates, policies, and minor work-rule guidance (Document 04) |

## 2. ONBOARDING STEPS

- 1 DISCOVERY CALL (30 MIN)**  
 Program coordinator walks through the model, wage schedule, and timeline; you identify potential roles and mentors.
- 2 SITE READINESS REVIEW**  
 Joint walkthrough covering supervision, safety training, and tasks appropriate for 16-17-year-olds (see Section 3).
- 3 SIGN THE HOST EMPLOYER AGREEMENT**  
 Covers wages, mentorship, evaluation, schedule, and the support you'll receive. Template in Document 04.
- 4 SELECT & PREPARE YOUR MENTOR(S)**  
 Choose journey-level employees who want to teach. The program provides a 2-hour mentor orientation.
- 5 INTERVIEW CANDIDATES**  
 The program schedules interviews with school-endorsed applicants; you select your apprentice.
- 6 COMPLETE HIRING PAPERWORK**  
 Standard hire + work permit + parent/guardian consent + apprenticeship agreement. Checklist in Section 4.

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**SAFETY ORIENTATION & FIRST DAY**

Apprentice completes site safety orientation before any shop-floor hours; coordinator attends launch day.

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**QUARTERLY RHYTHM**

15-minute quarterly check-ins (apprentice, mentor, coordinator) plus competency sign-offs keep everyone aligned.

### 3. EMPLOYING MINORS: THE SHORT VERSION

Hosting a 16–17-year-old apprentice is routine when four things are in place:

- Work permit — issued through the student's school; the program coordinates it.
- Hour limits — school-day and weekly hour caps apply until age 18; the master schedule is built around them.
- Task restrictions — certain hazardous tasks (specific power equipment, some welding/cutting operations) are off-limits under 18. The training plan (Document 02) sequences these into post-18 phases. A task-by-task restriction checklist is included in Document 04.
- Supervision — apprentices work under line-of-sight supervision of their mentor for restricted-adjacent tasks.

#### INSURANCE & LIABILITY

Apprentices are your employees and covered by your workers' compensation, like any new hire. Registered apprenticeship status does not create a new liability category; your insurer simply needs standard notice. The program provides a sample notification letter.

### 4. LAUNCH CHECKLIST

#### BEFORE INTERVIEWS

- ☐ Discovery call completed; roles and mentor candidates identified
- ☐ Site readiness review completed with program coordinator
- ☐ Host employer agreement signed
- ☐ Wage schedule confirmed against registered standards
- ☐ Mentor(s) selected and orientation scheduled

#### BEFORE THE FIRST DAY

- ☐ Apprentice selected; offer extended through the program
- ☐ Work permit on file
- ☐ Parent/guardian consent and apprenticeship agreement signed
- ☐ Payroll set up; workers' comp carrier notified
- ☐ Schedule agreed with school (hour limits verified)
- ☐ Site safety orientation scheduled for day one

- ☐ Minor task-restriction checklist reviewed with mentor

#### FIRST 90 DAYS

- ☐ Safety block (Block A) training underway and documented
- ☐ First quarterly check-in held; competency log started
- ☐ Any schedule or transportation issues flagged to coordinator
- ☐ Mentor feedback collected; adjustments made

## 5. FREQUENTLY ASKED QUESTIONS

### WHAT DOES AN APPRENTICE COST US?

Wages at the published progression schedule (starting around 50% of journey rate) plus normal employment costs. Many hosts find apprentices productive within the first quarter — and the pipeline value far exceeds the cost of running ads for techs who don't exist.

### WHAT IF IT ISN'T WORKING OUT?

The agreement includes a probationary period and a clear exit process for both sides. The coordinator mediates issues early — that's what the quarterly rhythm is for.

### CAN WE HOST MORE THAN ONE APPRENTICE?

Yes, provided each has a dedicated journey-level mentor and your site review supports it.

### DO WE HAVE TO KEEP THEM AFTER COMPLETION?

No obligation — but most hosts do. You'll have spent two years training someone in your exact equipment and culture.

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