



Apprenticeship Employer Readiness Checklist

To successfully implement an apprenticeship program, an employer should be able to answer all of the following questions. Identifying how to develop diverse entities across a company such as Human Resources, mentors, and funding may determine a program's success. Further, it is vital that the apprenticeship program meet not only the needs of the employer and future employees, but also the community. When thinking of an analysis of the skills gap within a company, it may be useful to determine what are the needs of the community and what local resources and partnerships can help one get started to ensure prosperity for all.

- Is there a recruiting, screening and testing mechanism for new hires in place?
- Has the target audience for filling critical positions been identified (dislocated workers, high school or community college students, incumbent workers)?
- Have the knowledge, skills and abilities for critical positions been identified?
- Are there existing qualified and skilled mentors at your company?
- Have the mentors received any mentor training?
- Has a job task analysis or occupational job profile been completed?
- Is there a current workforce succession plan in place?
- Is there a sufficient training budget for related instruction for those hired to fill critical positions?
- Has a training provider been identified?
- Are there other organizations in the geographic area that are interested in collaborating (small businesses or similar sectors, K-12, community colleges, other training providers)?
- Are there state resources that could offset the costs of related instruction?
- Does the state offer a tax credit for apprenticeships?