



Work-based Learning Guide



PimaCommunityCollege
Employer Engagement
& Career Services

DEAR **EMPLOYERS,**

The information provided in this employer guide is intended to allow you to explore work-based learning, consider which type might be the right fit for your workforce needs and learn how you can get started.

We look forward to working with you to create solutions that are tailored to your specific needs. Please contact us to get started or with any questions you may have.

Sincerely,

**The Employer Engagement
and Career Services Team**

careerservices@pima.edu • 520.206.4820



ABOUT PIMA

By the numbers

- » 60 miles north of Mexico border
- » 10,000+ degrees and certificates awarded in the past three years
- » 100+ academic programs
- » 700 business partnerships
- » 85 educational/government/community partnerships

Our students

- » 31,000 enrollment annually
- » Hispanic-Serving Institution: 45% of our students are Latinx
- » 63% female
- » Average age: 28
- » 69% attend part-time

Leading the way

- » Only community college with a live-fire Cyberwarfare Range, where learners can analyze actual cyberattacks and respond in real time.
- » No. 1 among Arizona community colleges in awarding degrees and certificates to Latinx students.
- » After partnering with autonomous vehicle manufacturer TuSimple, launched the U.S.'s first Autonomous Vehicle Driver and Operations Specialist certificate.
- » Aviation Technology Center is the only Aviation repair and maintenance training facility in the Southwest that specializes in large commercial jets.
- » First community college in Arizona to be approved to sponsor Registered Apprenticeships.



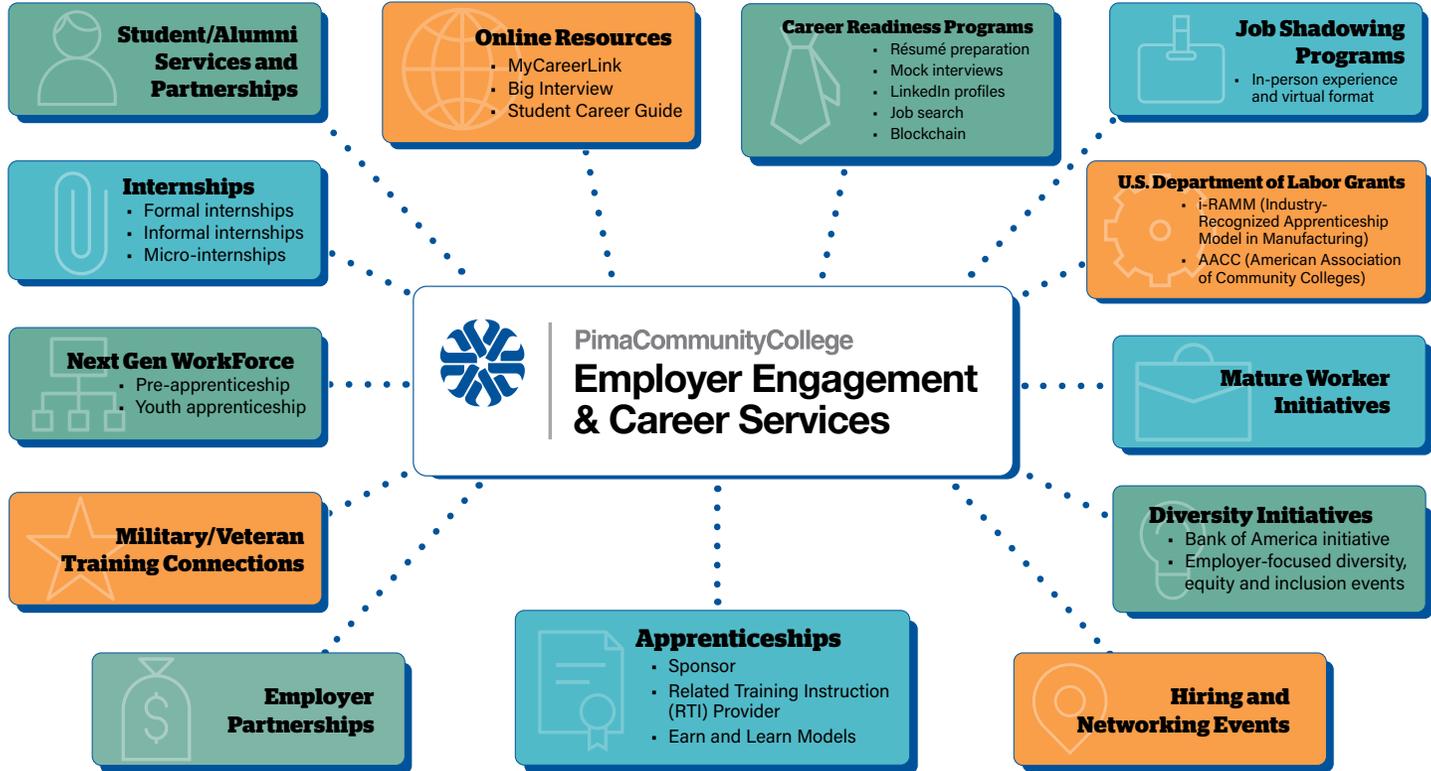
WE HELP STUDENTS **PREPARE FOR THEIR CAREERS**

Pima's Employer Engagement and Career Services department strives to partner with businesses to help them more seamlessly meet their business and human capital need while providing our students and alumni with meaningful, high-quality experiential learning, training and employment opportunities aligned with their chosen educational and occupational goals.



We offer:

- » Alumni services and partnerships
- » Employer partnerships
- » MyCareerLink, a student job board where you can post your open positions for free
- » Job shadow programs
- » Internship programs
- » Registered apprenticeships
- » Hiring and networking events
- » Military and veteran initiatives



WORK-BASED LEARNING: PUTTING EDUCATION TO WORK

Work-based learning is one of the most powerful learning tools available to help students both prepare for careers of their own choosing and to strengthen their understanding of academic concepts through practical application.

Employers can use work-based learning opportunities like apprenticeships and internships to attract new talent, fill vacancies in areas where skill gaps have made hiring difficult, and build a specialized talent pipeline to sustain future workforce needs.

Benefits:

- » Provide work opportunities for students who are trained in your company's line of work
- » Introduce students to your company's work ethic, requirements and operations
- » Evaluate prospective employees before making a long-term commitment



DESIGNING A QUALITY INTERNSHIP PROGRAM

An internship is a guided learning opportunity for students to apply the lessons they've learned in the classroom to a real-world experience set in a professional environment while overseen by a professional.

Internship Requirements:

- » An intern must learn skills that are transferable to other employment settings. An intern should not just be doing work a regular employee would routinely perform.
- » The experience must have a defined beginning and end, and a position description with desired qualifications.
- » Intentional onboarding, ongoing supervision, and frequent feedback by an experienced supervisor who models professional and ethical behavior.



BENEFITS OF **INTERNSHIP**

TRY OUT FUTURE TALENT:

An internship is an interview in disguise. Hiring students as interns is the most effective way to evaluate their potential as future employees. Organizations with internship programs avoid the pitfall of training a new hire, only to discover that they are not a good fit for the company.

NEW PERSPECTIVES:

Interns are currently in school, which means they bring with them fresh perspectives and ideas that many of us may not have thought of. A student accepts an internship with the hope of accomplishing something significant and developing skills that will help them with future employment. Their effort and fresh perspectives will help your organization be more productive.

INCREASE YOUR EMPLOYEE-RETENTION RATES:

The proof for the test-driving your talent theory is in the positive employee-retention figures. According to NACE's 2017 Internship and Co-Op Survey, former interns of an organization are more likely to be retained as full-time entry-level hires at one year (70.7%) and at five years (54.3%) than employees who interned elsewhere (57.3% at one year and 41.1% at five) or employers who had no internship (46.2% at one year and 35.8% at five).





HIRE A **MICRO-INTERN**

Micro-internships are short-term, paid, professional assignments that are similar to those given to new hires or interns. These project-based work opportunities allow students to demonstrate their skills, explore career paths and build networks.

A micro-internship is a great option for students who wish to gain valuable professional development experience through a short-term commitment.

HOST A **JOB SHADOW**

Job-shadowing provides opportunities for students to explore firsthand a career that interests them. Students participating in this program are paired with a professional employed in their prospective occupation. By hosting a student for the day, students can:

- » Interact with professionals and learn skills needed to be successful in that occupation
- » Get a behind the scene look at daily work activities involved in that occupation
- » Enhance their academic experience
- » Network

Employers participating in this program will be able to:

- » Impart to a future generation of workers skills needed to be successful in your industry
- » Identify students who could be potential candidates for positions at your organization
- » Create a brand for your organization on our campuses



APPRENTICESHIPS

Explore Registered Apprenticeships as a strategy to meet your needs for skilled workers. With Pima as your sponsor, we will guide you through the process, handle all of the paperwork, registrations, marketing, recruitment and monitoring of apprentices. You decide who enters the program and the courses your apprentices will take, and provide the experienced mentor for the on-the-job training portion.

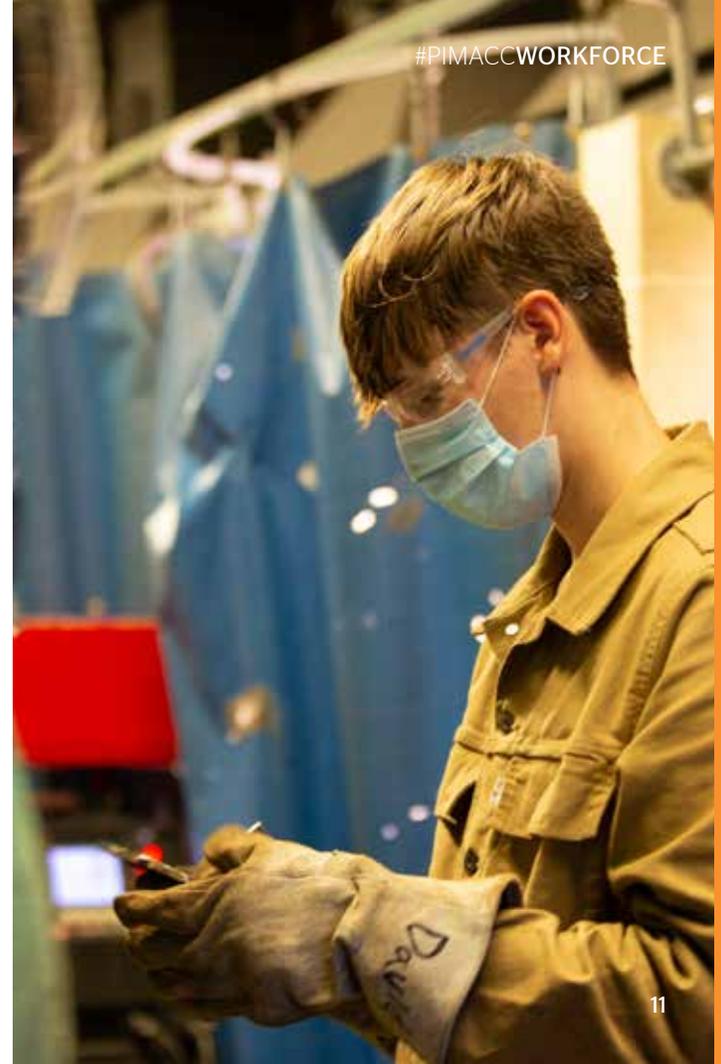
Q: What is a Registered Apprenticeship program?

A: Registered Apprenticeship programs offer employers the opportunity to strengthen and build their workforce. The goal for our apprenticeship programs is to provide workers with advanced skill sets that meet the specific needs of employers. Registered Apprenticeship programs effectively meet the needs of both employers and job seekers.

Q: Which industries offer Registered Apprenticeships?

A: Registered Apprenticeship programs can be established in nearly any industry.

Already a sponsor? We can help you with your Related Training Instruction (RTI).



RECRUIT FROM **OUR TALENT POOL**

Use our free student and alumni job board, MyCareerLink, to share jobs and internships, and be found by our students.

MyCareerLink features

- » Post full-time jobs and internships
- » Register for career fairs and create information session requests
- » Search student profiles and direct message students about your career opportunities

Getting Started

1. Create an employer account at pima-csm.symplicity.com/employers/. You should receive an approval within 24 business hours
2. Take action! Once you're connected, you will be able to post jobs, request on-campus interview schedules, manage your applications and more

Tips for effectively recruiting on MyCareerLink

- » Make your job posting attention-grabbing and engaging
- » Attract more students by including specific skills, responsibilities, minimum and preferred qualifications, projected salary and personal or professional growth opportunities in your description
- » Include company photos and videos
- » Encourage students to follow you on your social media platforms

BUILD YOUR BRAND

NETWORKING AND CAREER EVENTS:

We hold several networking and career events throughout the year and are always looking for employers to participate. We also host specialized career events that are department specific. Check out our upcoming events in MyCareerLink or email us directly.

CAREER PANEL SPEAKERS AND WORKSHOPS:

We invite employer partners to participate in panels and workshops to share their expertise and address industry specific questions from students regarding the kinds of skills and abilities needed in your industry and provide tips on how to get started in their career.

ON CAMPUS INTERVIEWS:

We are always happy to host employer partners interested in interviewing students on campus. Campus Interviewing is a great way to connect with students and create brand awareness.

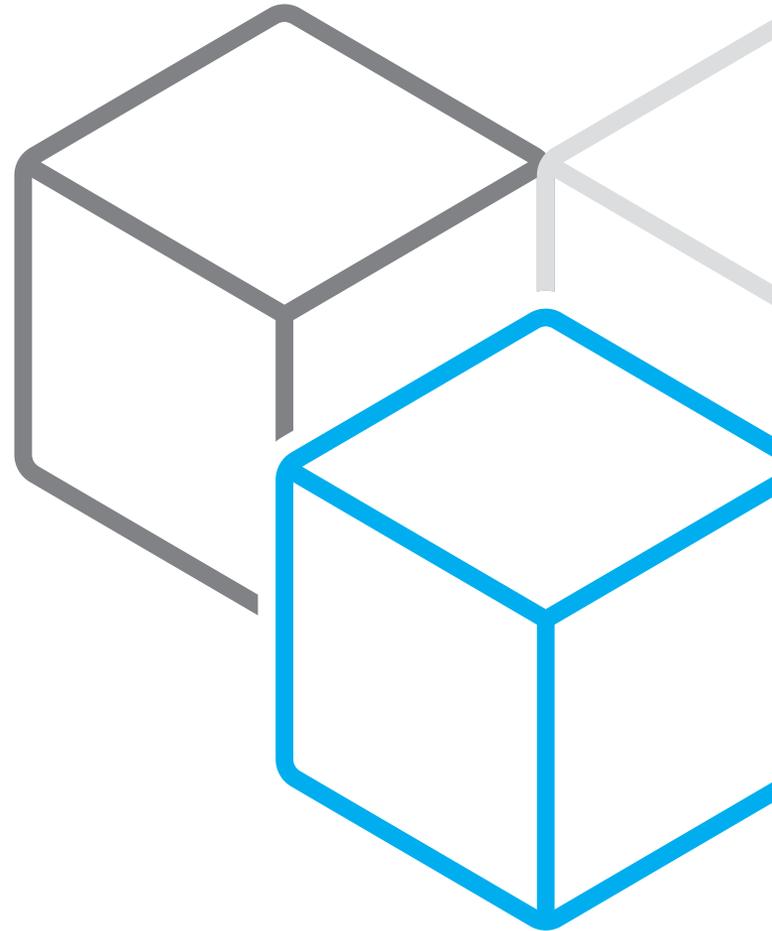


INFORMATION SESSIONS:

Are you interested in speaking to Pima Students about your company and opportunities you can offer? Our information sessions are a chance to do just that! Typically presented by your recruitment or management team, the goal of these sessions is to educate students on your company culture, benefits you offer, and share what your hiring process is. Most information sessions are one hour long and are offered in-person or virtually.

Tips for hosting a great Information Session:

- » Create content or interactive activities students won't find on your company website.
- » Bring current employees to present as well; bonus points if they are recent alumni!
- » Timing is everything! Schedule sessions for no more than an hour, in the evening. Avoid popular class times, midterms or finals, and College holidays and school breaks.
- » Bring food or do giveaways! This creates a more casual environment and encourages discussion and interaction.



MICROPATHWAYS

Pima offers short-term, noncredit skills training that yields industry-recognized credentials in:

» **Automotive Technology**

Service diesel, electric and eventually autonomous vehicles,
*Median wage: \$37,119, 46,000 job openings nationwide**

» **Cybersecurity/IT**

Fight cyber-crime, protect data in a real-world, real-time lab.
*Median wage: \$49,546, projected job growth 2021-29: 31%**

» **Automated Industrial Technology**

Manage people + machines on the factory floors of the future
*Median wage: \$51,527, projected job growth 2021-29: 16%**

» **Emergency Medical Technology**

Serve on the front lines as a first responder
Median wage: \$40,477, projected job growth 2021-29: 6%

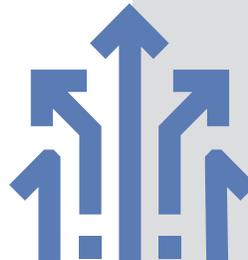
» **Building and Construction Technology**

Carpentry, Electrician, HVAC, Plumbing
*Median wage: \$35K-\$45K, projected job growth 2021-2029:
Up to 8%**

*Source: Bureau of Labor Statistics

WHAT LEARNERS GET:

- » Programs that can be completed in as little as 3 months.
- » Up-front pricing, scholarship opportunities.
- » Courses that combine hands-on work with online instruction that lets students learn at their own pace.
- » Earn-while-you-learn opportunities: apprenticeships, paid internships
- » Employer-recognized credentials: NC3 Snap-on, Starrett / NCCER / CompTIA A+ / NREMT
- » Promotability-skills training: problem solving, critical thinking, communication
- » Connections with industry partners



CONTACT US TO BUILD YOUR CAREER-READY TALENT POOL

careerservices@pima.edu • 520.206.4820 • pima.edu/careers

  Follow @PCCCareerSvc on Twitter and on [LinkedIn.com/in/eecs](https://www.linkedin.com/company/pima-community-college/)

520.206.4500 | pima.edu |    

Pima Community College is an equal opportunity, affirmative action employer and educational institution committed to excellence through diversity. Upon request, reasonable accommodations will be made for individuals with disabilities to support access to all programs and services. Every effort will be made to provide reasonable accommodations in a timely manner. For student, public and employee accommodation requests and for information related to the ADA compliance process, please contact ADAhelp@pima.edu, 520-206-6688, or West Campus Room C130, 2202 W. Anklam Road, Tucson, AZ 85709-0095.

Governing Board

Catherine Ripley, *District 1*
Demion Clinco, *District 2*
Maria D. Garcia, *District 3*
Meredith Hay, Ph.D., *District 4*
Luis L. Gonzales, *District 5*

Chancellor Lee D. Lambert, J.D.



PimaCommunityCollege

 **Keep striving.**