

To Whom It May Concern:

Thank you for partnering with the OJT program at Barrow High School. The purpose of this program is to train and equip students to be reliable, productive employees for employers on the North Slope. The participation of each employer is essential for providing our students with real life opportunities to build necessary vocational and work place skills.

**Employer expectations:**

1. Implement programs that provide students with a real world job experience in applying, interviewing and getting chosen for the job.
2. Provide positions (preferably paid) that are engaging and designed to help students develop useful job skills.
3. Align students with mentors who are interested in working with youth workers and job sharing.
4. Communicate with the OJT teacher periodically and as necessary concerning student job performance and student job skills.

**School Expectations:**

1. Prepare students for getting a job.
  - a. Guide students in producing usable resumes, letters of application, and thank you letters.
  - b. Provide opportunities to practice the interview process and techniques.
  - c. Help students determine the type of job or career that they would find interesting and helping them secure a job in their chosen areas of interest.
  - d. Provide guidance and support to students and employers throughout OJT session.
2. Develop and maintain partnerships with community employers that could offer? OJT jobs.
3. Provide performance expectations and evaluations that follow NSBSD standards.

**Student Expectations**

1. Investigate and research possible career opportunities and employers that have jobs in the chosen career areas.