



OPPORTUNITY FOR
ALL YOUTH



OPPORTUNITÉS POUR
TOUS LES JEUNES

Multi-Employer Event Guide

Welcome to Opportunity For All Youth!

This guide provides helpful information to Coalition Employers to help you learn more about Opportunity For All Youth (O4AY) and best prepare for a launch event. We recommend that you share this guide with all members and volunteers involved in these efforts.

This manual is based on our learnings from previous O4AY launch events and includes valuable feedback from participating coalition organizations and employers. You can help us improve this guide by providing feedback from your own experience launching an event in your city.

Reach out to the team if you need help!
We are here for you!



Our Coalition Principles

Members of the Opportunity For All Youth coalition of employers agree to the following principles:

Diversity & Inclusion

Welcome and embrace all people from various backgrounds.

Coalition Oriented

Collaborate with other coalition members.
Respect decisions made with the input of the coalition.
Aim to avoid competition.

A NEET Youth & Service Orientation

Act & decide to connect NEET youth to meaningful employment.
Commit to provide a high quality of service to youth by providing kind and actionable feedback to all candidates.

Measuring Performance Through Data

Gather and share data after each event, and throughout the year.

High Degree of Communication

Communicate needs in a timely and transparent way.
Seek support from O4AY when needed.
Be clear and upfront with Coordinating Service Providers.

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Who are NEET youth?

NEET youth are defined by OECD as young people ages 15 to 29 who are not in paid employment, formal education, or training. NEET youth are the furthest away from the labour market, as they are not currently working, or attending formal training or education that can improve their skills and economic circumstance (OECD, 2018). While NEET is categorized as 15 to 29, coalition employers are welcome to provide opportunities to youth at an age range that suits hiring

Recommendations for hiring NEET Youth

Simple job postings

Clear and easy to read job postings with plain language, short sentences, and the avoidance of vague titles. For example, a shelf stacker role should not be posted as a “production logistics assistant”.

Be Accessible and Welcoming

Be considerate of the barriers NEET youth face. NEET may need language/technology/ transportation assistance, may have family commitments and/or previously been involved with the justice system. Please evaluate the use, necessity, and design of hiring practices, which often pose additional barriers for NEET youth.

Hold Information Sessions

Conduct information sessions ahead of a hiring event in partnership with Coordinating Service Providers, to introduce NEET youth to their work culture. Information sessions help ease anxiety for NEET youth as it helps them understand what to expect and establishes a more personal connection between them and the employer.

Provide Honest, Gentle, and Actionable Feedback

Please provide clear, specific, actionable feedback, in a kind and encouraging manner. It is important that the NEET youth feel that they have the information and tools they need to be successful at a future interview with the same employer, or with a different employer. Unsuccessful candidates should be escorted to the Coaches Corner so that they can access the resources and support they need.

Offer Meaningful Employment

Be committed to provide meaningful employment. Full time or part time employment— do not include seasonal employment unless seasonal employment automatically becomes part-time or full-time employment at the end of the season. Where part-time employment is offered provide those additional hours to the NEET youth hire and to transition the NEET youth hire into full-time employment as soon as possible.





Multi-employer hiring events: What to Expect

Your Info Table

Each employer will have the opportunity to set up an info table to welcome youth before their interview, greet youth who are not scheduled for an interview with their company, share info about your company, and meet walk-ins interested in an on the spot interview. Please bring whatever marketing materials, promotional items, table cloths and banners you feel will best communicate your brand.

Pre-Scheduled Interviews

O4AY hiring events focus on offering jobs to NEET youth. At our events, multiple employers interview and hire for various, generally entry level, positions. Some employers make offers on the spot, sometimes unconditional offers, and sometimes with conditions. We encourage all employers to make unconditional offers where possible. At a minimum, interviewed youth should be given clear feedback on whether they will be moving forward in the hiring process and what they can expect in terms of next steps.



Walk-ins

Although our events require pre-registration and are promoted to youth already working with community service providers, walk-ins are not turned away. Registration is done on site, and the youth is directed to the Coaches Corner for support, and invited to meet employers at each of their info tables. Employers have the choice to interview walk-ins on the spot, or to limit their interview time to pre-scheduled appointments.

Coaches Corner

Kind, thoughtful, and actionable feedback are a key aspect of O4AY hiring events. This is primarily done through the Coaches Corner. The Coaches Corner is a space where dedicated CSP staff are on-hand to provide support to the youth applicants. Coaches are at the ready to provide youth with:

- Pre-interview support, like easing last-minute jitters or running through basic interview questions,
- Post-interview debriefs for successful applicants, like ensuring that the youth has everything they need to be ready for their first day,
- Post-interview planning for unsuccessful applicants.

The goal of the day is to hire as many young people as possible and for unsuccessful candidates to feel that they have access to the tools they need for the next opportunity. This is why your kind and actionable feedback is so important. If a candidate is unsuccessful, we encourage you to escort them back to the Coaches Corner, where candidates may work through the feedback provided by the interviewer and make a plan to work on those areas flagged for improvement. Sometimes it may become apparent that an applicant is better suited to a role being offered by another employer present. Where possible, an applicant may be accommodated for another interview with a different employer.

Lunch

Though not all events pause for lunch, you can expect that we'll be providing you and your team a bite to eat. We will confirm the event schedule and process closer to each event.



Planning and Preparing for a Multi-Employer Event

Your CSP is here to help you! Coordinating Service Providers are charged with identifying interested candidates, sharing information about your company and the opportunities you offer, preparing them for their interview, and scheduling them to meet with you at the hiring event.

In order for them to be successful, it's critical that you provide them with the information they need:

Job Information:

- Position description
- Ideal candidate
- Benefits
- Compensation
- Work environment
- Opportunities

Your Application process, which may include:

- Online application
- Assessment
- 2nd interview
- Skill test
- Backcheck
- Credit check
- References
- Past offer

The First Step

Your O4AY contact will schedule a call with you to initiate your connection with one of our Coordinating Service Providers.

Hold that job!

It's particularly disappointing for youth, and for the CSP, to prepare and be scheduled for an interview only to learn that the job has since been filled. Please try to hold jobs vacant for the event and only share those jobs that can be filled.

Remember: your CSP will be screening, preparing and supporting youth through the interview process based on your expressed needs, so that you can make informed hiring decisions on the spot. You can fill out a job package, which will ensure all the details are covered. Before the event, you will receive a schedule of interviews, with each candidate's contact info.

Staffing the Event

You'll need enough team members for the following activities:

- Setting up info table and interview space (tables and chairs will be set up in advance for you)
- Complete interviews and make hiring decisions
- Escort youth to coaches corner and coordinate with CSP for feedback and/or next steps
- Welcoming youth at the Coaches Corner and providing information
- Participating in youth engagement activity (where applicable)

Some of our coalition employers choose to bring extra staff to greet and engage with youth, to staff a refreshment table, or other activities. We'll be sure to ask for help if we need additional volunteers, but please talk to us if you have something in mind!



Planning and Preparing for a Multi-Employer Event

Steering Committee

In the lead up to the hiring event (4-5 weeks out), a representative from each employer will be asked to participate in a series of steering committees. This committee will meet (typically via conference call) periodically to confirm and relay planning details. We'll also discuss basic coalition principles to prep you and your team, and provide an update on recruitment numbers.

Can't make the meeting? No problem. We will send you a recap by email, and briefing notes before the event.

Info Sessions

We highly recommend that employers conduct information sessions ahead of a hiring event in partnership with CSPs, to introduce NEET youth to their organization and their work culture. Information sessions help ease anxiety for NEET youth as it helps them understand what to expect during the hiring process and establishes a more personal connection between them and the employer.

Members Portal

O4AY team offers access to a Members Portal for you and your team to prepare for the event. You will access to our Hiring Toolkit, Registration Form, One-Pager about O4AY, Steering Committee notes, Event Details, etc.

New employers will get an email login for our Members Portal when they sign up for an event.





Multi-employer hiring events: Typical Rollout

Activity

Notes

8:30 – 9:30 AM

- Employer interview and booth setup
- Employer welcome + debrief
- Set up snack and lounge area
- The arrival of participants for youth engagement activity
- Candidate registration opens

- Tables and chairs and a partitioned interview space will be set up in advance
- Registration table is usually staffed by coordinating service provider

9:30 – 10:45 AM

- Youth Engagement Activity
- Candidate registration opens
- Opening remarks
- Interviews commence
- Debriefings & Coaches Corner opens

- Youth Engagement Activity & opening remarks are normally reserved for launch events. This activity may take place over the lunch hour, or concurrent with interviews.
- Coaches Corner is usually staffed by coordinating service provider.

12:00 – 1:00 PM

- Lunch available for staff, volunteers, and the youth

4:00 – 5:00 PM

- Interviews conclude & tear down





Launch Events – A Bit More Special

In addition to the hiring activities, when Opportunity for All Youth launches in a new city, there may be additional activities taking place as part of the day. Often, senior members of our employer coalition choose to attend launch events, and we encourage you to extend that invitation on our behalf. Their participation is particularly encouraged at the youth engagement activity.

Opening Program

We generally kick off launch events with brief speeches from O4AY and our partner agencies, and a ceremonial opening such as an Indigenous smudging ceremony. If dignitaries of present, they may also be invited to say a brief word. The opening program typically lasts no more than 15-20 minutes.

Youth Engagement Activity

In each new city where O4AY launches, there is typically a “roundtable” or dialogue activity that engages some of the attending youth, as well as some corporate executives. This is an opportunity for executives and young people to hear from and learn from one another, and is often a very enlightening and informative part of the day. Please prioritize your company’s participation in this discussion. O4AY will seek to have at least one representative from each employer participate and will confirm these details in advance of the day of the hiring event.

Special Guests and Dignitaries

Local government representatives and key members of the community are invited to launch events. Though it is difficult to guarantee attendance ahead of time, we will communicate any anticipated special guests.

Photography

A photographer will likely be present and taking photos throughout the day. These photos may be used for promotional materials and for social media. We are happy to share with you photos of your team in action, and invite you to share them widely.

Media

O4AY normally puts out a media advisory for the event, and there is sometimes media presence. It is difficult to predict if there will be attendance, but we encourage you to identify someone ahead of the event who can act as your on-site media spokesperson (you can always decline interviews). We will share key messages ahead of the event.



After a hiring event: Reporting Back on Successes

Data collection helps us understand and track the performance of the program and serve as indicators of success for the coalition overall. It also keeps us accountable to our funders and points to areas of opportunity. Furthermore, tracking results will allow O4AY to improve the program and to increase retention rates of NEET youth. Therefore, it is crucial that you follow the collection timeline and provide data as clear as possible.

When youth register for an O4AY event, they consent that the outcome of their interview and on-boarding will be shared between employers and O4AY. Very shortly after the hiring event, you will receive a spreadsheet listing all scheduled interviews. You will be asked to indicate whether or not a job offer was made for each candidate, and add any walk-in interviews that were completed.

Your timely feedback is important and as O4AY, we sincerely appreciate your cooperation.

Here's what we need for each Interviewed candidate (both scheduled & walk-in):

- Offers (Yes, No, future pool, conditional)
- Job Starts (1 month later)
- Retention (3 and 6 months later)



Event Feedback

We will send you and your team a survey after each hiring event. Please share with us what worked, what didn't, and how we can improve future events.