

## 2019 Scholarship and Tool Grant Visitation Requirement Guidelines

### Summary

As a feature to the 2019 scholarship and grant application, there will be a required visit to a collision business (from any segment of the collision industry) before the application can be submitted. As a follow-up from the visit, the student will write a brief paragraph (in their scholarship application) on what they saw, learned, and if this segment of the industry was a fit for them. The hosting business will also fill out a brief survey on their experience with the student. The goals of this new requirement are:

- Have the student visit a collision business, as many students never step foot in one prior to employment
- Expose the student to a potential new career in the industry he/she might not have known about
- Offer employers the chance to meet new and potential future employees
- Encourage those more serious applicants to apply
- Learn more about the soft skills of the applicant from the visiting business

### Visit Details

An applicant student will need to visit a collision business prior to the application deadline for the scholarships (which is February 14, 2019). It can be any segment of the collision industry including:

- Collision shop
  - Independent shop
  - MSO
  - Other
- Insurance
- Parts
- Paint system manufacturer
- Paint & body equipment distributor

If the student cannot find a location willing to host them, please contact the Collision Repair Education Foundation for assistance.

When contacting a visit location, please let the business know the expectations upfront:

- The business must be willing to host the student for a tour and explanation of the job opportunities.
  - If at all possible, it would be preferred the student actually “job shadow” or perform some duties in the facility to allow them to experience an actual work environment.
- Some point person in the business (most likely HR, manager, or someone familiar with the different opportunities and jobs in the business) should sit down with the student to learn more about him/her, share their work experience, teach about different facets of the collision industry, etc. This will be a type of “mock/practice interview.”
  - That person in the business will need to fill out a short survey afterwards on their experience with the student and that will become the 2<sup>nd</sup> statement on the student’s application.

## Visit Scenarios

Understanding that every school is different, we have tried to allow flexibility in the visits to accommodate all students. Here are some special circumstances we will allow.

### ***What if I have a student that is unable to drive and/or does not have transportation?***

- Check with the student if his/her parents or family members can perhaps drive him/her to the business visit
- Check with any guidance counselors who are able to transport the student (some schools are able to do this)
- If the above are not an option, then:
  - Arrange a full class tour to visit the location. However, if this option is selected, the applicant **MUST** receive a personalized tour and must sit down individually with a contact person at the organization who will perform the “mock interview”.

If none of the above are options, then the last option would be to have a business representative come into the classroom to discuss the opportunities in their field. That

representative **MUST** also sit down with the applicant student to do a one-on-one “mock interview.” The downside to this last option is that the student(s) do not get to see a real world business, but we understand that in an extenuating circumstance it might be needed.

***What if I have a student that is currently serving an internship/apprenticeship or working in the industry?***

We still want the student to be able to experience a different job/opportunity in the collision industry. Please ask the student to speak with their employer about visiting with someone from a different segment of the industry. It can be in the same company, but a different job.

## **Post-Visit**

On the scholarship application, the student will be required to enter the visit details, including brief paragraph on what they learned, experienced, etc. The application software will automatically email a follow-up survey to the interviewer and this will become part of the student’s application.

The student will NOT be able to complete the application until the business completes the visit form.

The “interviewer’s” statement will be confidential and the student will not see it.

## **Questions**

For any questions, please contact the Collision Repair Education Foundation at [scholarships@ed-foundation.org](mailto:scholarships@ed-foundation.org) or 847-463-5282.