

Key Steps for “Belong Here” Youth Toolkit Adoption

1. **Build Your Team:** Begin by identifying an "Action Team"; this may include Managers, Supervisors, trainers, and senior staff who will champion youth hiring and development. The restaurant should clearly define its objective (the "Why"), such as reducing turnover or filling staffing gaps. With the “Why” in mind, assess current interview, hiring, and onboarding practices through a youth-friendly lens
2. **Create A Youth-Focused Action Plan:** Establish clear steps to improve the experience for young workers. This may include assigning a buddy or mentor, adopting flexible scheduling practices, and simplifying or "gamifying" the onboarding process with digital tools, small rewards, or a sticker passport to track progress
3. **Involve Existing Staff:** Advise current team members on how to actively support young workers. Because many youth employees are in their first job, existing staff should be prepared to offer extra coaching, provide micro-learning instead of long training blocks, and normalize nerves by reminding new hires that they don't have to be perfect
4. **Use and Customize the Resources in the Restaurants Canada Toolkit:** Operators can utilize the provided checklists for onboarding and interviewing, as well as adapt the customizable tools to their specific operations where necessary. Crucially, the Professional Development Pathways chart is pre-populated with examples, but Operators can edit it to more accurately reflect the actual advancement opportunities and roles within their specific workplace
5. **Implement, Review, and Refine:** After rolling out the updated recruitment and training practices, the Operator should track metrics like youth retention, team satisfaction, and training success to see what is working

The “Belong Here” youth toolkit contains tools and resources to assist with development and implementation of all the steps listed above. The toolkit handbook provides an overview of the tools included and brief summaries of how to use them.