

HOW TO HOST A CAREER DAY

LOOK INSIDE FOR:

- EASY STEPS TO FOLLOW
- WHO'S INVOLVED?
- STUDENT FEEDBACK
- TIPS FROM EMPLOYERS
- SAMPLE AGENDAS
- OUR CAREER DAY PARTNERS
- AND MORE!



3 SIMPLE STEPS

TO ORGANIZE A CAREER DAY

1

TALK TO PWA

We'll answer any questions you have, guide you through the process, and help you find a date that **works for your company** and for the high schools.

2

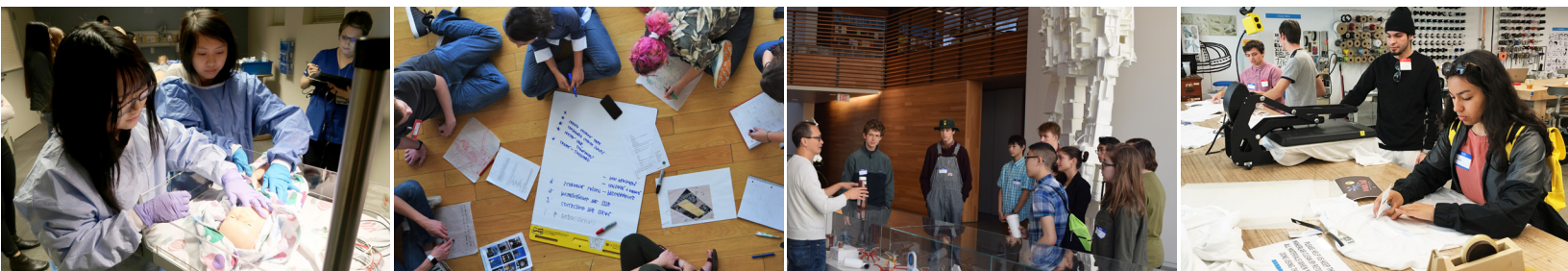
MAKE A PLAN

PWA will work with you to develop an agenda that **fits into your workday**, and we'll help you brainstorm hands-on activities that will keep students engaged.

3

HOST THE DAY

PWA staff will attend the day to ensure that things run smoothly, and will survey the students at the end of the event.



WHAT PWA DOES FOR YOU

- Recruits & registers students
- Provides logistical support
- Provides 1-3 staff members to help with check-in & participation
- Surveys students to provide you immediate feedback
- Photographs & Promotes the entire day on social media

PWA recruits students with our partners at Portland Public Schools, Parkrose School District, North Clackamas School District, and the Tri-County area.



WHY SHOULD YOU GET INVOLVED?

STUDENTS SAY:

"I liked being able to view the real jobs and work **behind the scenes**."

Toriyana Gaxgby, Roosevelt High School

"It has made me realize the **power of hard work** and has inspired me to get started in my career as soon as possible."

Sarah Hamilton, Grant High School

"It has **expanded my views** on tech companies in Portland and what I could do after high school."

Jarod Morrow, Madison High School

"It made me realize I have **more career options** than I ever would have considered."

Nicole White, Gladstone High School

EMPLOYERS SAY:

"We have an **aging workforce** in the industry... We need the next generation to fulfill those jobs."

Jason Goodrich, Howard S. Wright

"It was wonderful to have the kids, and I can say now I'm a **huge believer** in having students visit via PWA."

Emily Barrett, AWS Elemental

"**Giving back to the community** is always important for Nike, especially locally. Giving kids exposure to how/what they can do now is so valuable."

Nike Career Day Volunteer

"We aim to make youth more globally aware, and this also makes them more **connected to our organization**."

Karissa Dunbar, Mercy Corps



LOGISTICS

- **Time Commitment:** 3-5 hours. Some hosts provide lunch, others don't.
- **Number of Students:** You decide how many students you can comfortably host. Most employers host 25-30 students -- some host as many as 60 students or as few as 15.
- **Transportation:** Students are responsible for their own transportation, so a central meeting place near public transit is ideal.

PWA's students "self-select" career days based on their own interests & are more engaged.

SAMPLE AGENDAS

FROM OUR PARTNERS

Tip: Students like hands-on activities, opportunities to talk, and adults who will level

TECHNOLOGY

AWS Elemental

(25 students)

- 8:45 Check-in, light snacks
- 9:05 Intro to Elemental & Icebreaker
- 9:40 Activity: Goldeneye Test
- 10:00 Breakout Sessions: (choose 1)
 - Marketing
 - Finance & Accounting
 - Engineering
- 11:00 Mock Interviews & HR Tips
- 11:25 Goldeneye Test answers & prizes
- 11:45 Handout 2-3 career path maps
- 11:55 Wrap-up - Q&A, Evaluation Forms

Wieden+Kennedy

(60 students)

- 8:30 Check-in
- 9:00 Welcome, introductions, video
- 9:15 Overview of W+K
- 9:45 **Tour -- Career Paths**
Student groups rotate between stations in the building & meet employees from different depts.
- 11:30 Students share what they learned
- 11:50 Wrap-up - Q&A, Evaluation Forms

HEALTH CARE

Kaiser Permanente

(30 students)

- 8:45 Check-in at the main lobby
- 9:00 Introduction of Simulation Team & Our Individual Background
- 9:30 Group Discussion
- 9:50 Tour Lab
- 10:10 Break
- 10:20 Break into 2 Groups
- 11:20 Kaiser NW Scholarship Opportunity
- 11:30 Kaiser Internships & Job Shadows
- 11:45 Wrap-up - Q&A, Evaluation Forms

Howard S. Wright

(20 students)

- 8:45 Check-in at the main office
- 9:00 Introductions & career paths
- 9:15 Demonstration of BIM software
- 10:00 BIM and scheduling exercises (Students "compete" in teams)
- 11:30 Awards & wrap-up
- 11:45 Walk to construction site
- 12:00 Lunch & intro to career paths
- 12:30 Site tour & hands-on activity
- 1:20 Wrap-up - Q&A, Evaluation Forms

ARTS & COMM

DESIGN & BUILD

OUR CAREER DAY PARTNERS

Nike	Design Week Portland	McKinstry	PNW Carpenters Institute	Umpqua Bank
ZGF Architects	FINE	Mercy Corps	Portland General Electric	Under Armour
Howard S. Wright	Fortis Construction	Microsoft	Portland Fire & Rescue	UP School of Nursing
AWS Elemental	Gunderson	Multnomah County	Providence Health	Upswell
Banfield Pet Hospital	Hoffman Construction	Oh Planning+Design	Puppet	Wells Fargo
CDK Global	Instrument	OHSU	Second Story	Wieden+Kennedy
Cloudability	Kaiser Permanente NW	Oregon Film	Simple	Ziba Design
Daimler	Legacy Health	Oregon Humane Society	The Oregonian	...and more!