



# NORTHWEST YOUTH CAREERS EXPO

## TEACHER PACKET

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YOUR SCHOOL'S REGISTERED TIME AT THE EXPO \_\_\_\_\_

## WEDNESDAY, FEBRUARY 22, 2023

9:00 AM – 1:30 PM  
Oregon Convention Center  
Portland, Oregon

Visit our website for more resources such as a  
list of current exhibitors, student prep videos,  
mock interview tips, & more!  
[PORTLANDWORKFORCEALLIANCE.ORG/EXP](https://portlandworkforcealliance.org/exp)

## TEACHER CHECKLIST

### 6-8 WEEKS TO GO

- ☐ Did you sign up your students for Mock Job Interviews when you registered? If yes, see tips on p. 6.
- ☐ Re-confirm your transportation; plan for any food or chaperone needs.

### 2-4 WEEKS TO GO

- ☐ Check the PWA website for new information about **Expo employers** and featured sectors.
- ☐ Review teacher resources here and online. Consider **classroom activities** to help prepare students. (See p. 7)

### 1+ WEEK TO GO

- ☐ Make sure every student has a **signed permission slip**.
- ☐ Check out the official **2023 Expo Resource Guide**, which includes a map & directory. This will be available online and emailed to schools at least a week prior to the Expo.
- ☐ Review any **final bus instructions**. Final bus information will be emailed to schools prior to the Expo.

## EXPO DAY

### COORDINATE WITH YOUR BUS DRIVER

- ☐ Know how to find your bus after the Expo. There will be many buses waiting for students outside the Oregon Convention Center, so make a plan. Suggestions: know driver's cell number, put number or sign in the window, etc.

### ON THE BUS

- ☐ Review appropriate **behavior** for the Expo.
- ☐ Review **activities** and features, such as the exhibit hall, mock interviews and career talks. Tell students to pick up a printed Expo Resource Guide at the door with map & directory.
- ☐ Distribute your own **handouts** (i.e. Career Expo assignment, etc.)

### REMINDERS

- ☐ **Check in:** Some schools tell students to check in with an adult chaperone halfway through the Expo. Remind them when and where to meet their chaperone. **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_
- ☐ **Exit:** Remind students of the time and place to meet for leaving the Expo. **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

### WHEN YOU ARRIVE

- ☐ **Check in** at the information booth near the Expo floor. They need your arrival time, number of students and departure time.
- ☐ **Announcements** will be made in the exhibit hall to remind your students prior to bus departure time.

### WHEN YOU LEAVE

- ☐ **Check out** at the info/check-in booth. Let organizers know your school is leaving.
- ☐ If you want students to **complete a reflection**, remind them on the bus to finish this activity.

## PREPARING STUDENTS FOR THE EXPO

Thank you for bringing your students to the NW Youth Careers Expo. We appreciate your work in helping students develop their career aspirations. The Expo is a chance for students to explore careers in fields such as healthcare, technology, construction, manufacturing, energy, arts & communication, and public service.

The Expo is **huge** and can be overwhelming to students who aren't prepared. Please review this information with your students. The more prepared students are, the more they gain from their Expo experience!

### What Can Students Do at the Expo?

- **Career Exploration:** Visit 150-180 booths in the main hall floor where employers provide hands-on demonstrations and talk with students about their educational paths. Students will also have the chance to learn about the skills and education needed to be successful in different fields.
- **Postsecondary Exploration:** Meet representatives from community colleges, universities, training schools and apprenticeship training centers.
- **Hands-On Activities:** Participate in "hands-on" learning activities (i.e. working with robots, trying out equipment from hospitals and other employers, etc.).
- **Mock Interviews:** Interview without pressure and receive tips and feedback on their resume and communication skills from caring HR professionals. (See p. 6)
- **Career Talks:** Sit in on a 20-minute career talk, given by an HR professional, on a topic such as landing a job or acing an interview. (See p. 5)

### WHAT SHOULD STUDENTS WEAR?

- Students are advised to wear clothing that makes them feel comfortable and confident participating in hands-on activities and demonstrations at the Expo, such as climbing a ladder, using tools/machinery, or participating in a mock interview. Students should follow their school district's policy regarding appropriate clothing standards.

### WHAT ABOUT STUDENT BEHAVIOR?

- Students should display professional behavior toward Expo exhibitors.
- Students are representing their schools at all times.
- Encourage students to thank the employers for the time and information.

*Teachers: Employers support the Expo financially and with volunteer time. We have tremendous employer commitment and want to continue these partnerships. Thank you for preparing your students!*

# EXPO TIPS FOR STUDENTS

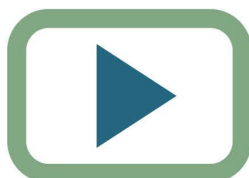


NORTHWEST  
**YOUTH  
CAREERS  
EXPO**

## BEFORE THE EXPO

**CHECK OUT  
OUR ONLINE  
RESOURCES:**

[PORTLANDWORKFORCEALLIANCE.ORG/EXPO](http://PORTLANDWORKFORCEALLIANCE.ORG/EXPO)



**WATCH VIDEOS &  
CHECK OUT PHOTOS**

**WHAT  
COMPANIES  
WILL BE THERE?**

SEE OUR EXHIBITOR LIST  
& INDUSTRY SPOTLIGHTS

## BE PREPARED

**GET READY  
TO MEET  
EMPLOYERS.**



**THINK OF  
QUESTIONS TO ASK**

### **EXAMPLES:**

What skills are necessary for this career? What type of education/training do you need?

**DRESS FOR  
THE JOB  
YOU WANT**

**& WEAR  
COMFORTABLE  
WALKING SHOES!**

## AT THE EXPO



**VISIT 150+  
BOOTHS IN  
THE EXHIBIT HALL**

**MEET REPRESENTATIVES  
FROM SCHOOLS,  
COLLEGES,  
APPRENTICESHIPS,  
& TRAINING PROGRAMS**



**PARTICIPATE  
IN A MOCK  
INTERVIEW**



**ATTEND A  
20-MINUTE  
CAREER  
TALK**



**LOOK FOR THE  
LIGHTBULB**

EXHIBITORS WITH THIS SYMBOL  
HAVE **JOB AND VOLUNTEER  
OPPORTUNITIES**

## BEFORE THE EXPO: STUDENT ACTIVITIES

### USE RESOURCES FROM THE PWA WEBSITE

Portland Workforce Alliance is the nonprofit organization that organizes this event. Go to [www.portlandworkforcealliance.org/expo](http://www.portlandworkforcealliance.org/expo) for all Expo resources, including:

- A [Tips for Students](#) page, which includes fun advice and a link to teacher resources
- A [Mock Interview page](#) with sign-up instructions, preparation tips and other tools
- An [Expo photo gallery](#) and a fun 1-minute Expo highlights [video](#)
- An [Exhibitor page](#)

### DO A CAREER ASSESSMENT AND EXPO PLAN

- Students can take a **career assessment** in CIS, Naviance or other online tools.
- After students identify career interests, show them the **list of Expo exhibitors** and have them select at least five employers they want to visit.
- Have students **brainstorm questions** for these exhibitors. (See p. 9)

### RESEARCH COLLEGE/TRAINING OPTIONS

- Students can brainstorm questions about post-secondary options, then research college and training programs that lead to the careers of interest from their assessments.

### HAVE STUDENTS MAKE A RESUME & PREPARE FOR A MOCK INTERVIEW

- Students can complete a resume and bring it to the Expo so they can have an HR professional review it and give feedback during a mock interview. (See p. 6 for information about **signing up**.)
- Have students select a business they are interested in applying to and research it. They can share that information with their interviewer at the Expo.

### USE THE PERMISSION SLIP AS A PLANNING TOOL

- Review the sample permission slip attached. At the bottom, students sign that they understand the event goals and guidelines for behavior, etc. for the Expo. (Your school may have its own permission slip or absence form.)
- Copy the Career Reflection on the back so students know what type of questions they will need to answer after the Careers Expo.

## DURING THE EXPO: STUDENT ACTIVITY EXAMPLES

### COMPLETE A CAREER EXPO ASSIGNMENT

- Use or adapt the sample assignment in this packet to help students engage.

### ATTEND A CAREER TALK

- Encourage students to attend a 20-minute Career Talk on a topic such as Landing a Summer Job or Acing Your Job Interview. (Look [online](#) for final schedule and topics.)
- These drop-in sessions will be given by seasoned professionals and held every half hour near the mock interviews. Students will receive a Certificate of Completion.

### LOOK FOR “LIGHTBULB” EMPLOYERS

- Many employers who offer summer jobs, internships, volunteer work and other opportunities for high school students will have a “Lightbulb” sign at their booth.
- Encourage students to find 1-2 employers with “Lightbulb” opportunities.



### DO A MOCK JOB INTERVIEW & RESUME REVIEW

- Many students are looking for jobs and internships. A 10-minute mock interview with a caring volunteer allows students to practice their oral communication skills. Students should bring their resume. They will also receive a Certificate of Completion.

## AFTER THE EXPO: STUDENT ACTIVITY EXAMPLES

### COMPLETE A FOLLOW-UP ASSIGNMENT

- **Career Expo Reflection:** Have students complete the reflection in this packet. In class upon return, have them “pair share” or divide into small groups with different career areas represented to share their answers.
- **Expo2Go:** An online community resource for high school students that complements the in-person Expo.
- **Thank You Note:** Have students write a thank you email or letter to an employee whose business card they received at the Expo.

### IMPORTANT NOTES ABOUT MOCK INTERVIEW LOGISTICS

Up to 1,000 students will seek mock interviews at the Expo, which requires traffic management. We need your help to keep the wait manageable and the experience positive for students and volunteers.

- Please **SIGN UP** your students when you register, or at least **6 weeks** prior to the Expo! (We can accept limited drop-ins.)
- We have spaced schools’ arrival times throughout the day. We ask schools upon arrival to send half of their students to the Expo floor and the other half to mock interviews.
- Please come at your assigned time to avoid a student traffic jam! Thank you.

## 2023 NW Youth Careers Expo

Pre-Expo Classroom Exercise

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

## BEFORE THE EXPO: CREATE YOUR PLAN

### 1. Which best describes you?

- ☐ I'm a hands-on type of person.
- ☐ I'm a people person.
- ☐ I'm an idea person.
- ☐ I'm an information and data person.

### 2. Which Career Pathways might be a good fit for you?

#### ☐ Arts & Communication

Careers include designer, artist, writer, public relations professional, communications specialist.

#### ☐ Business & Management

Careers include financial analyst, accountant, marketing associate, sales representative, human resources professional.

#### ☐ Health & Medical Services

Careers include doctor, physical therapist, nurse, radiologist, medical lab technologist, medical assistant/aide.

#### ☐ Human Services & Helping Professions

Careers include teacher, counselor, psychologist, lawyer, social worker, detective, advocate, nonprofit professional, fire/emergency services worker.

#### ☐ Industrial & Engineering Systems

Careers include computer software engineer, civil engineer, electrician, architect, manufacturer, constructor.

#### ☐ Natural Resources & Science

Careers include veterinarian, agriculture/horticulture/wildlife specialist, marine biologist, environmental scientist, landscape architect.

☐ I have no clue! However, I would like to talk with: \_\_\_\_\_

over →

3. You will get an exhibitor list or an Expo Resource Guide listing all of the exhibitors. It will list exhibitors by industry or career pathway. **Write in the employers, colleges or training centers that you would like to visit at the Expo.**
  
4. Here's one great way for high school students to get experience in a career area while in high school: community service and volunteering! **Identify at least one exhibitor who offers community service and volunteer experience for youth** (i.e. Mercy Corps, American Red Cross, Portland Parks and Recreation, Oregon Humane Society, etc).
  
5. Looking for a job, internship or community service opportunity? You can practice your job interview skills through mock interviews conducted by human resource managers and other caring volunteers recruited through Portland Workforce Alliance and the Portland HR Management Association. Before you visit this area, **write one or two questions you think a supervisor might ask you and prepare answers.** You can review this with one of the human resource managers.
  
6. **What do you hope to get out of the event today?**



## 2023 NW Youth Careers Expo

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

### Event Sample Questions

## DURING: CAREERS EXPO ASSIGNMENT

Practice talking to adults about the world of work.

Pick a company that you don't know much about and visit its booth to collect information.

Ask 3 – 5 questions so you can write a one-paragraph summary about the company. You can use the following big and small questions with everyone you meet, **but you only have to write a summary about one company.** Make up some questions of your own, too.

### BIG Questions:

- What do you want teens to know about your company?
- How has your business changed to adapt to changes in the industry, economy or culture?
- Where do you think your company will be in \_\_\_\_ years when I get out of high school/college?  
What kind of jobs will you be hiring for?

### SMALL Questions:

- What does your company do?
- How many people work for you in Oregon? Nation/worldwide?
- I'm a \_\_\_\_\_ (people person/hands-on, etc.) type of person.  
What kinds of work does your company have for a person like me?
- What kind of educational paths would you recommend for someone who wanted to work at your company? What kinds of classes, training or experiences would be helpful?
- What are some entry-level jobs that high school graduates can get?
- Do you offer internships or summer employment?

### Company Summary:

MY FAVORITE PART OF THE EXPO WAS:

## 2023 NW Youth Careers Expo

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

### Post-Event Sample Questions

## AFTER: CAREERS EXPO REFLECTION

Pick one of the industry areas that you visited during the Expo:

☐ Arts & Communication

☐ Business & Management

☐ Manufacturing & Technology

☐ Natural Resources

☐ Human Services (law, public service)

☐ Health Care

Within this industry, what type of career(s) are you interested in?

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Explain why this area interested you:

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Describe three things that you learned about this industry that you didn't know before:

1.

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2.

---

3.

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over →

**What type of education or training do you need to get started in this industry?**

**What type do you need to advance?**

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**What kinds of skills do you need to succeed in this industry? (*i.e. math skills, writing ability, computation skills, critical thinking, public speaking, budget analysis, project management*)**

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**List three personal attributes that employers in this industry are looking for in a new employee. (*i.e. teamwork, creativity, punctuality, etc.*)**

1. 

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2. 

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3. 

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## PERMISSION FORM

NW Youth Careers Expo

Wednesday, February 22, 2023 | 9:00am-1:30pm

Oregon Convention Center, 777 NE MLK Blvd, Portland, OR 97232

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

Students are invited to participate in the NW Careers Expo with 150-180 employers and exhibitors providing essential career information. Students will learn about opportunities in Business, Health Services, Technology, Arts, Manufacturing, Construction, Natural Resources, Public Service and more. Students will also have a chance to participate in mock interviews, learn about college programs & more. Participating in the NW Careers Expo *may* count as a CRLE (Career Related Learning Experience) toward your diploma requirements. Students should check in with their school's Career Coordinator for additional guidance and information.

## QUESTIONS?

**School Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Parents/Guardians:** Please sign the form below so your student may participate in the NW Careers Expo.

A signed form functions as a liability release for all involved parties, including the Portland Workforce Alliance, school districts and participating/hosting organizations. It also functions as a permission for your student to be included in Expo photos/communications materials that may be published on PWA social media platforms and/or website.

_____ has my permission to attend the NW Youth Careers Expo on Wednesday, February 22, 2023, at the Oregon Convention Center.	
Parent/Guardian Name: (PRINT)	Parent/Guardian Signature:
Emergency Contact Name:	Emergency Contact Phone:
<p><b>STUDENT AGREEMENT:</b> By signing this form, I am agreeing to the below guidelines. I agree to:</p> <ul style="list-style-type: none"> <li>• follow my school district's policy regarding appropriate clothing and dress</li> <li>• participate in the learning activities and engage in dialogue (ask questions) of Expo representatives.</li> <li>• use respectful communication that reflects positively on myself and the school I am representing.</li> <li>• thank the employers I spoke with for their time.</li> </ul>	
Student Name: (PRINT)	Student Signature:



## GET IN THE ZONE!

NW YOUTH CAREERS EXPO | Wednesday, February 22, 2023

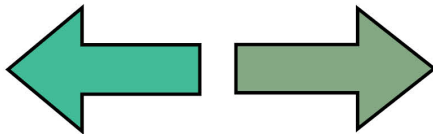
### Welcome to the 2023 NW Youth Careers Expo!

This is your chance to explore careers at leading companies and colleges. Visit **150+ booths** and learn about great jobs!

To help you get around, the Expo Hall is divided into **ZONES**. Each Zone showcases major industries and career paths.

**Mock Interviews  
& Career Talks**  
(D & E Meeting Rooms)

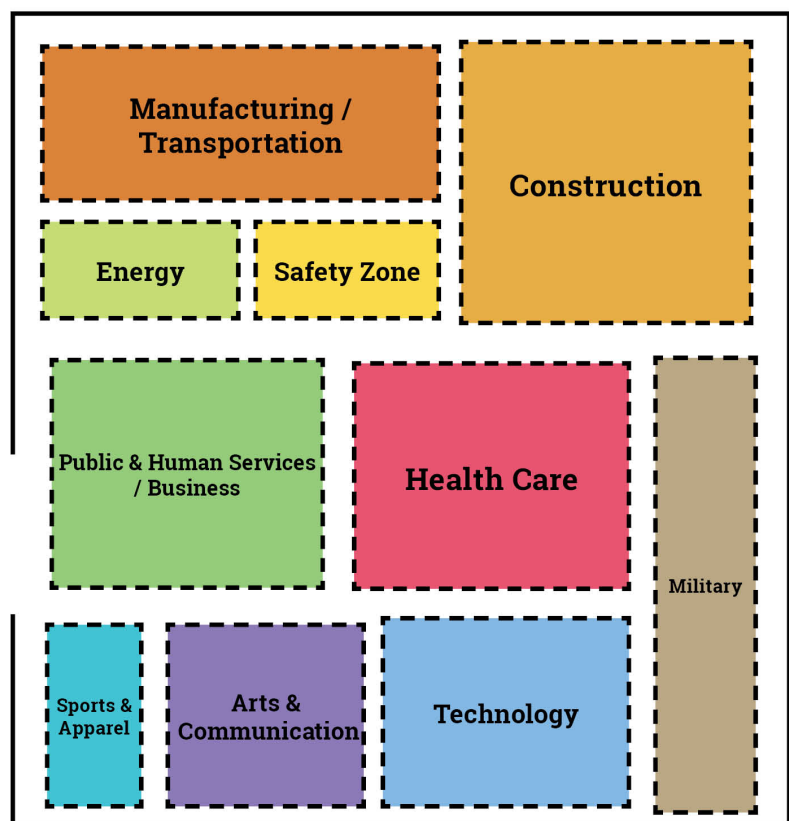
**Expo D Hall  
Main Entrance**  
(Pre-function D)



Zones have equipment you can try and fun activities.

You can talk to caring professionals about their jobs and the many college-and-career choices after graduation.

### SAMPLE LAYOUT: FINAL LAYOUT TO COME



*Oregon Convention Center, Exhibit Hall D. Preliminary layout.*

### Hot Expo Tip #1:

**Look for the Lightbulb.**

Exhibitors with "lightbulb" signs have jobs, internships or volunteer opportunities.



### Hot Expo Tip #2:

The Expo is BIG. Before you go, make a plan!

Look at the Expo map above and circle the Zones you want to visit.

Visit [PORTLANDWORKFORCEALLIANCE.ORG/EXPO](http://PORTLANDWORKFORCEALLIANCE.ORG/EXPO) to find the list of employers. Make a list of 5-10 to visit. Try a few outside your comfort zone!

When you arrive, look for the **Expo Resource Guide** booklet, which has a detailed index and map showing specific exhibitor locations.