

## How to host a career day:

*Sampler of successful agendas from 2014-15*

### Mercy Corps Career Day agenda

**Date:** Dec. 11, 2014     **Number of students:** About 20

8:45 am	Check-in
9:00 am	Welcome
9:15 am	Overview/Intro to Mercy Corps
9:45 am	Activity: Intro to Indonesia
10:45 am	Overview of departments at Mercy Corps; brainstorm questions for panel
11:00 am	Panel of Mercy Corps employees talk to students about their career paths and educational backgrounds; does Q&As
11:45 am	Lunch
12:30 pm	Career Day role-play activity: students divide into groups, do presentations
1:30 pm	Debrief and wrap up; do final questions and surveys
2:00 pm	End of career day

#### Advice:

"What works best for us is to have planned activities that keep the students moving. We try to change locations several times during the day for our activities/lesson, and the activities are very interactive. Students really seem to enjoy learning by doing instead of just by listening. The panel activity is always a big hit as well!"

*Beth Hartford, Operations and Education Manager, Action Center, Mercy Corps*

### Oregon Health & Science University "Discover Careers" day agenda

**Date:** Nov. 18, 2014     **Number of students:** About 75

10:00 am	Welcome
10:10 am	Brief panelist introductions; break students into three groups that rotate
10:15 am	Session one
10:45 am	Session two
11:15 am	Session three
11:45 am	Lunch with panelists
12:30 am	Campus walking tour and tram ride

Panelists include OHSU representatives from radiation therapy, dental hygiene, biomedical research, human clinical nutrition and dietetics.

## Howard S. Wright Career Day agenda

**Date:** Dec. 10, 2014      **Number of students:** About 20

8:45 am	Check-in at the main office	<i>Alison</i>
9:00 am	Introductions and descriptions of career pathways	<i>Iris, Don, Jason</i>
9:15 am	Demonstration of BIM construction software	<i>Don</i>
10:00 am	BIM and scheduling exercises (Students break into teams and “compete” against each other on a scheduling/modeling project)	<i>Don, Jason, Iris</i>
11:30 am	Awards and wrap-up	
11:45 am	Walk to Pearl West construction site	<i>Alison and Jason</i>
12:00 pm	Lunch and intro to career pathways	<i>Ryan, Wade, Sarah</i>
12:30 pm	Project tour and hands-on activity	
1:30 pm	End of career day	

### Who does what:

Alison:	order catering for morning (juice, water, pastries), get prizes (hats and Regal tickets)
Don & Jason:	BIM demo, BIM & scheduling exercises
Sarah:	order pizza and beverages for lunch
Wade & Ryan:	design afternoon hands-on activity

### Advice: "Our keys to success are..."

1. Assemble a team to be part of the planning so that everyone is on board and knows what is planned.
2. Be open to team members' suggestions and their wanting to take ownership.
3. Plan hands-on activities for the students; they get bored being 'talked at.' "

*Rhonnda Parsons Edmiston, Diversity & Business Equity Manager, Howard S. Wright*

## Second Story Career Day agenda

**Date:** Feb. 12, 2015      **Number of students:** About 22

9:30 am	Creative director does an introduction
10:00 am	Students break into groups of five and rotate between four different stations every 20 minutes Employees talk for about 10 minutes and do Q&A for about 10 minutes
11:20 am	Creative director does a wrap-up and Q&A
12:00 pm	Career day ends

### Advice given to employee participants:

"Your task is to talk to high schoolers about what you do and the how you ended up at Second Story – the twists and turns your professional journey has taken. We definitely want to talk about the studio's work as well, but the focus should be primarily on you. ... Our goal is to show the students that few career paths are linear and that a breadth of experience is invaluable in shaping you as a professional and as a person."

*Nora Bauman, Communications Manager, Second Story*

## Portland Parks & Recreation Career Day agenda

**Date:** Feb. 5, 2015      **Number of students:** About 25

9:00 am	Introduction and overview	<i>PP&amp;R, Kevin</i>
9:30 am	Tours of facility (two groups of students)	<i>Angela and Don/Ron</i>
10:00 am	Small group learning (students rotate every 15 min)	
	▪ Turf irrigation: behind the scenes	<i>Gordon</i>
	▪ Greenspaces restoration, youth conservation crew	<i>Kelly</i>
	▪ Crew summer hiring applications	<i>Jeanne</i>
	▪ Park ranger success and character development	<i>Vicente</i>
11:00 am	Tree tour and swim simulation (students choose one)	
	▪ Neighborhood tree tour	<i>Karl</i>
	▪ Aquatics applications & interactive drowning simulation	<i>Sheryl/Evan</i>
11:30 am	Q&A	
11:45 am	Evaluations and closing	<i>PWA, PP&amp;R</i>

## ZGF Career Day agenda

**Date:** Oct. 17, 2014      **Number of students:** About 60

9:00 am	Sign-in and donuts	<i>Barbara/Angela/Charley</i>
9:30 am	Presentation on ZGF	<i>Kristina/Curt/Julia/Tami</i>
10:00 am	Office tour and city tour/scavenger hunt	<i>Group leaders and students</i>
11:30 am	Lunch break (pizza)	
12:00 pm	Elementary school design charrettes	
	1st floor lobby:	<i>Charley and Laurence</i>
	1st floor lobby:	<i>Gabby and Tom</i>
	1st floor lobby:	<i>Carey and Nick</i>
	2 south:	<i>Mazie and Justin</i>
	3 south:	<i>Alice and David</i>
	4 south:	<i>Krissy and Nick</i>
	Gallery north:	<i>Mike and Joe</i>
	Corner table:	<i>Brian and Jan</i>
1:15 pm	Charrette pin-up and student presentations:	
	5 minutes per team	
2:00 pm	Closing	