



PWA

PORTLAND WORKFORCE ALLIANCE

PORTLANDWORKFORCEALLIANCE.ORG
6433 NE TILLAMOOK ST
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Career Days with Portland Workforce Alliance

Student recruitment: PWA collaborates with Portland Public Schools and the Tri-County consortium to recruit and register students. PWA also provides logistical support and helps with check-in and student participation.

Ideal number of students: This depends on your capacity and how many students you can comfortably host. Employers typically host about 25 to 30 students, but some host as many as 60 students (Wieden+Kennedy, OHSU) or as few as 15 (Oregon Humane Society).

Transportation: Students provide their own transportation, so a central meeting place near public transit is ideal.

Agenda for the day: It depends on your company's vision, but one template might look like this:

8:45-9 am — Registration

Students arrive for registration. It's a nice option to offer muffins, donuts or a small treat while they get settled.

9 to 9:30 am — Introduction

Could be a power point or just a quick overview:

- Review agenda for the day, expectations of students, location of bathroom, etc.
- Give students a chance to introduce themselves and otherwise feel engaged
- Highlight different types of jobs available within the company and the various types of skills, education and training needed for different career paths.

9:30 am to 11:40 am — Main program

The body of the day can consist of any, or all, of the activities below:

- The students could be split into groups of 5-6 and **rotate among stations**. Students rotate every 15 minutes to each of the five stations to hear about the varying perspectives of your company.
- **Panel presentation** by people representing several different career options. Would include a Q&A moderated by the host.
- **Tour** of company's offices/facilities
- **Hands-on activity** such as brainstorming new apps at a software company, designing a school at an architecture firm, planning a new program at an international development nonprofit or putting together a mock bid for a construction firm. These take a little work to coordinate but are very popular with students.
- **Mock interviews** (could be part of above rotation)
- Other ideas?

11:45 am — Wrap-up

- Thoughts, reflections, questions.
- Evaluations (PWA distributes and collects)

12:00 pm — Students go back to school

Tips for working with high school students:

- **Engage** students right away and let them talk. This always works better than talking "at" students.
- Students are most engaged when they have things they can **touch, feel or do**. This makes a lasting impression.
- **Structure is your friend**. Having a clear, realistic agenda helps students and employees alike.
- **Be yourself**. Students always appreciate adults who will level with them and be real.
- Try to share things you wish you had known in high school or **lessons you have learned** along the way.
- **Let the goal be your guide**: The purpose of a career day is to educate students about career opportunities and the skills & education needed for success in the workplace. Information + inspiration = students who make better choices after high school.