



## Volunteer Opportunity - 2016 NW Youth Careers Expo

PHRMA (Portland Human Resource Management Association) is partnering with the nonprofit Portland Workforce Alliance for the 2016 Careers Expo at the Oregon Convention Center. PHRMA will conduct about **1,000 mock interviews** and host sessions on resumes and interview skills. Will you join us?

|                |  |
|----------------|--|
| What:          | <b>12<sup>th</sup> annual NW Youth Careers Expo</b>                        |
| When:          | <b>Wednesday, Feb. 24, 2016</b><br>9 am to 1:30 pm                         |
| Where:         | Oregon Convention Center   |
| Who benefits:  | Oregon high school students needing advice from dedicated HR professionals |
| Fun fact:      | Last year's Expo attracted 5,600+ students and more than 100 employers!    |
| HR volunteers: | Needed for mock interview shifts and sessions on resumes/interview skills  |
| How to join:   | <b>Please complete the form on the second page to volunteer.</b>           |

*"The mock interviews were the best part of the experience. My students always walk away feeling more prepared for the 'real deal.' "*

- Oregon educator after 2015 Expo

### Why volunteer?

- **Help Oregon students:** Did you know Oregon has the nation's fourth lowest graduation rate? Whether students are thriving or struggling in school, most need assistance developing their confidence and oral communication skills.
- **Give back to your community:** Help students learn best practices for job search, networking, and interview/resume skill building.
- **Rejuvenate:** Many HR professionals have volunteered at the Expo for many years. It's an energizing day and a great opportunity to connect with young people who are full of potential.

### About the Portland Workforce Alliance

PWA helps employers develop their future workforce and inspires students to pursue the education and skills for the region's best jobs. PWA creates enduring partnerships between employers and high schools to provide experiences including career days, mentorships, mock interviews and the annual Expo.

**Visit PWA's website to:** See a **photo gallery of the mock interviews** at the 2015 Expo  
Learn about year-round **volunteer opportunities** for your organization:

[www.portlandworkforcealliance.org/](http://www.portlandworkforcealliance.org/)

***Please share this with individuals who might want to join this volunteer opportunity. Thanks!***



*Volunteers: If you want to help – we want to talk to YOU!*  
*Please complete the form below and send to: [lipboullet@gmail.com](mailto:lipboullet@gmail.com)*

**Volunteer Role Selection & Information:**

- ☐ **Mock Interviewer:** We need approximately **150+ volunteers** to help conduct mock interviews for the anticipated 1,500 students. Each interview takes 10-15 minutes. Standardized mock interview questions and feedback forms are provided.
- ☐ **Resume and Interview Session Presenter:** Students who do not have a resume will be directed to receive 20-minute presentations that alternate every half hour between *Resume Essentials* or *Putting Your Best Self Forward*. Presentation material is provided. We need **4 volunteers**.
- ☐ **Student Check & Line Volunteers:** We need **8 volunteers** to greet incoming students and direct them into the mock interview or resume/interview session area.

**Volunteer Shifts – Please select ONLY one shift:**

**Wednesday, February 24<sup>th</sup>, 2016 @ the Oregon Convention Center**

- ☐ **ALL DAY - 8:30am – 1:30pm\*\***
- ☐ **PEAK HOURS - 8:30am – 12:30pm\*\***
- ☐ **Other Available Hours \_\_\_\_\_\*\***
- ☐ **Not available for the Expo but interested in future volunteer events**

*\*\*Please plan to check in at the Volunteer Lounge around 30 minutes before your shift begins*

**Volunteer Orientations Sessions** are required and will be conducted the week prior to the event to familiarize volunteers with roles and materials and answer any questions. (Not required for those who volunteered in 2015.) Please select one:

- ☐ February 16<sup>th</sup>, 2016 @ 3pm - Columbia Sportswear 14375 NW Science Park Dr. Ptld, OR 97229
- ☐ February 17<sup>th</sup>, 2016 @ 8am – Webinar
- ☐ February 22<sup>nd</sup>, 2016 @ 12pm – Webinar

**Volunteer Contact Information:**

|  |       |
|--|-------|
| <b>Name</b>                                      | _____ |
| <b>Title</b>                                     | _____ |
| <b>Company</b>                                   | _____ |
| <b>Email</b>                                     | _____ |
| <b>Phone</b>                                     | _____ |
| <b>Industry or Interview/Resume Experience</b>   | _____ |
| <b>Referral Source - Active Member of PHRMA?</b> | _____ |
| <b>SWHRMA? SHRM? ATD? ODN? PiD? Other?</b>       | _____ |

**Questions? Contact:**

Lori Boullet – [lipboullet@gmail.com](mailto:lipboullet@gmail.com) / 503.575.5262 or Janet Rodriguez – [jjrodriguezz@yahoo.com](mailto:jjrodriguezz@yahoo.com) / 503.720.9777

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