

How to host a career day

Sampler of successful agendas from 2015-2016, shared by our career day hosts

Kaiser Permanente Career Day agenda

Date: Dec. 10, 2015 **Number of students:** about 25

9:15 am	Registration
9:30 am	Welcome and hospital/career overview; several speakers, including top hospital administrator
10:00 am	Health care career scholarship info
10:30 am	Hospital tour <ul style="list-style-type: none"> • Group Apples: Critical care, Medical-surgical, Clinical technology, Radiology • Group Blueberries: Clinical technology, Radiology, Critical care, Medical-surgical
11:00 am	Behavioral based interview
12:00 am	Wrap up

Note to students:

As we tour in the hospital and make various stops along the way, please follow these rules:

1. Stay with your group
2. Help keep our healing environment quiet
3. Be respectful of our patients, presenters, and each other
4. Give our patients and their families the right of way in the hallways
5. Manage your technology - keep your cell phones quiet and out of sight

Puppet Labs Career Day agenda

Date: Nov. 5, 2015 **Number of students:** about 25

9:15 am	Check-in, continental breakfast	<i>Tanya</i>
9:30 am	Intro by PWA	<i>PWA staff</i>
9:35 am	Introductions, icebreaker (career discussion), presentation on Puppet Labs (videos, etc.)	
10:00 am	Breakout sessions <ul style="list-style-type: none"> • What is Quality Assurance • A Day In the Life of an Intern at Puppet Labs 	<i>Chris</i> <i>Will, Brian, Preben</i>
11:05 am	HR Session - internships, mock interviews and social media	
11:40 am	Q&A session and swag giveaways!	
11:45 am	Close by PWA	
11:55 am	Office tour	



Elemental Technologies Career Day agenda

Date: Oct. 15, 2015 **Number of students:** about 25

8:45 am	Check-in, light breakfast Students select breakout sessions: marketing, finance, or engineering (8 students per group)	<i>Emily</i>
9:05 am	Overview/intro to Elemental Icebreaker ("What did you want to be when you were 9 years old?")	<i>Emily</i>
9:40 am	Goldeneye Test (Watch pairs of video clips and mark down which is of higher quality)	<i>Emily</i>
10:00 am	Breakout sessions <ul style="list-style-type: none"> • Marketing Session <i>Lisa, Shallin, Tony, Gil, Alicia</i> <ul style="list-style-type: none"> ○ Focal point: How do you build a brand and full marketing program for an event? ○ Introduce actual event happening next week ○ Brainstorm how to market the event – components, activities, sponsorships, etc ○ Design challenge: 5 minutes to create a logo ○ How does business use social media? Activity: write tweets or create hashtags ○ Vote on tweets, show how software/code is used to live track data like this • Finance and Accounting Session <i>Rob, Shannon</i> <ul style="list-style-type: none"> ○ Focal point: The difference between Finance and Accounting ○ Discuss money as it goes from a transaction to a financial statement ○ Activity: List all possible components of running a retail business ○ Use real numbers to see how much it takes to break even or turn a profit ○ Activity: Use software to enter an invoice, book a journal entry, file an expense report • Engineering Session <i>Alan</i> <ul style="list-style-type: none"> ○ Focal point: Adaptive Bitrate Streaming ○ Use laptops (1 for every pair) and our software to stream video wirelessly onto iPads 	
11:00 am	Mock interview (1-2 typical questions, give feedback) HR Tips (What makes a good interview answer and tips about dress, handshakes, follow-up, etc)	<i>4-6 employees</i>
11:25 am	Goldeneye Test answers (small prize)	<i>Emily</i>
11:45 am	Pass around 2-3 career path maps (Example: Jason, who started a band after high school, studied at community college, got a job at a computer store, moved across the US, took more college classes, never finished his degree, had lots of jobs, eventually landed at Elemental) Note salary ranges for various jobs (to illustrate wide variety here)	<i>Emily</i>
11:55 am	Student-directed Q&A while filling out PWA feedback forms	<i>Emily</i>



Mercy Corps Career Day agenda

Date: Nov. 18, 2015 **Number of students:** about 25

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; final questions and PWA 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. 3, 2015 **Number of students:** About 50

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. 9, 2015 **Number of students:** About 25

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&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)	
	<ul style="list-style-type: none"> ▪ Turf irrigation: behind the scenes ▪ Greenspaces restoration, youth conservation crew ▪ Crew summer hiring applications ▪ Park ranger success and character development 	<i>Gordon</i>
		<i>Kelly</i>
		<i>Jeanne</i>
		<i>Vicente</i>
11:00 am	Tree tour and swim simulation (students choose one)	
	<ul style="list-style-type: none"> ▪ Neighborhood tree tour ▪ Aquatics applications & interactive drowning simulation 	<i>Karl</i>
		<i>Sheryl/Evan</i>
11:30 am	Q&A	
11:45 am	Evaluations and closing	<i>PWA, PP&R</i>

ZGF Career Day agenda

Date: Oct. 8, 2015 **Number of students:** About 60

9:00 am	Sign-in and donuts	
9:30 am	Presentation on ZGF	
10:00 am	Office tour and city tour/scavenger hunt	<i>Group leaders and students</i>
11:30 am	Lunch break (pizza and drinks for students and staff)	
12:00 pm	Elementary school design charrettes	<i>Two employees per team</i>
	<ul style="list-style-type: none"> • 1st floor lobby • 1st floor lobby • 1st floor lobby • 2 south • 3 south • 4 south • Gallery north • Corner table 	
1:15 pm	Charrette pin-up and student presentations: 5 minutes per team	
2:00 pm	Closing	