



How to host a **CAREER DAY** with the Portland Workforce Alliance



Look inside for:

- Easy steps to follow
- Who's involved?
- Student feedback
- Tips from other employers
- Sample agendas
- and more

SIMPLE STEPS

to organize a career day:

1

Talk to PWA

We'll answer any questions you have, guide you through the process, and help you find a date that **works for your company** and for the high schools.

2

Make a plan

PWA will work with you to develop an agenda that **fits into your workday**, and we'll help you brainstorm hands-on activities that will keep students engaged.

3

Host the day

PWA staff will attend the day to ensure that things run smoothly, and will survey the students at the end of the event.



What PWA does for you:

- Recruits and registers students
- Provides logistical support
- Provides 1-3 staff members to help with check-in and participation
- Surveys the students to provide you with immediate feedback
- Photographs the day and promotes it on our website and social media

PWA recruits students with our partners at Portland Public Schools, Parkrose School District, and the Tri-County consortium.



Why should you GET INVOLVED?

Students say:

"I liked being able to view the real jobs and work **behind the scenes.**"

Toriyana Gaxgby, Roosevelt High School

"It has made me realize the **power of hard work** and has inspired me to get started in my career as soon as possible."

Sarah Hamilton, Grant High School

"It has **expanded my views** on tech companies in Portland and what I could do after high school."

Jarod Morrow, Madison High School

"It made me realize I have **more career options** than I ever would have considered."

Nicole White, Gladstone High School

Employers say:

"We have an **aging workforce** in the industry... We need the next generation to fulfill those jobs."

Jason Goodrich, Howard S. Wright

"It was wonderful to have the kids, and I can say now I'm a **huge believer** in having students visit via PWA."

Emily Barrett, Elemental Technologies

"**Giving back to the community** is always important for Nike, especially locally. Giving kids exposure to how/what they can do now is so valuable."

Nike career day volunteer

"We aim to make youth more globally aware, and this also makes them more **connected to our organization.**"

Karissa Dunbar, Mercy Corps

Logistics:

- **Time commitment:** 3-5 hours. Some hosts provide lunch, others don't.
- **Number of students:** You decide how many students you can comfortably host. Most employers host 25-30 students, but some host as many as 60 students or as few as 15.
- **Transportation:** Students are responsible for their own transportation, so a central meeting place near public transit is ideal.

PWA's students "self-select" career days based on their own interests and are more engaged.

SAMPLE AGENDAS

from successful career days:

Tip: Students like hands-on activities, opportunities to talk, and adults who will level with them and be real.

Elemental Technologies (25 students)

8:45	Check-in, light snacks	Emily, PWA staff
9:05	Intro to Elemental & icebreaker	Emily
9:40	Activity: Goldeneye Test	Emily
10:00	Breakout sessions: (choose 1) <ul style="list-style-type: none">• Marketing• Finance & Accounting• Engineering	Lisa, Shallin, Tony Rob, Shannon Alan
11:00	Mock interviews & HR tips	4-6 employees
11:25	Goldeneye Test answers & prizes	Emily
11:45	Pass around 2-3 career path maps	Emily
11:55	Q&A and PWA eval forms	Emily, PWA staff

Oregon Humane Society (15 students)

9:20	Check-in	PWA Staff
9:30	Welcome & student introductions	Jessica
9:35	Executive Director speaks OR brainstorming activity	Sharon or Jessica
9:45	Presentation: Careers at OHS	Jessica
10:15	Shelter tour	Jessica
11:10	Animal welfare professionals (each speaks for 5 min each)	8 employees
11:50	Youth volunteer program info	Sasha
12:00	Wrap-up, Q&A, PWA eval forms	Jessica, PWA staff

Wieden+Kennedy (60 students)

8:30	Check-in	PWA Staff
9:00	Welcome, introductions, video	Scott
9:15	Overview of W+K	Scott
9:45	Tour/career paths: Student groups rotate between stations in the building & meet employees from different depts.	6 career speakers & 6 tour guides
11:30	Students share what they learned	Scott & Michele
11:50	Closing & PWA eval forms	Scott, Michelle, PWA staff

Howard S. Wright (20 students)

8:45	Check-in at the main office	Alison, PWA staff
9:00	Introductions & career paths	Iris, Don, Jason
9:15	Demonstration of BIM software	Don
10:00	BIM and scheduling exercises (Students "compete" in teams)	Don, Jason
11:30	Awards & wrap-up	Don, Jason
11:45	Walk to construction site	Alison & Jason
12:00	Lunch & intro to career paths	Ryan, Wade, Sarah
12:30	Site tour & hands-on activity	Ryan & Wade
1:20	PWA eval forms & end of day	PWA staff

Our career day partners:

- Nike, Wieden+Kennedy, ZGF Architects, Howard S. Wright, Mercy Corps, Oregon Humane Society, McKinstry, Port of Portland, Legacy Health, Elemental Technologies, Microsoft, Kaiser Permanente, Portland Fire & Rescue, Ziba Design, Puppet, Under Armour, Simple, Upswell, Portland Parks & Rec, Instrument, Jive Software, Multnomah County, New Relic, Portland Playhouse, Skylab, OHSU, and more.

Learn more at portlandworkforcealliance.org