

EARLY  
EDITION



# Teacher Packet

Updated Jan. 2017

## What's inside:

- Teacher checklist for Expo day
- Student tips and video links
- Sample Expo assignment
- Classroom exercise before the Expo
- Sample permission slip

Your school's registered time at Expo: \_\_\_\_\_

**Tuesday,**  
**March 14, 2017**

9:00 AM - 1:30 PM  
Oregon Convention Center  
Portland, Oregon

Visit our website for more resources such as:  
the current list of exhibitors, student prep videos,  
career sector spotlights, and more!

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



## Teacher Checklist for Expo Morning

### Before Departure

- *Check your inbox or PWA's website for the "final edition" teacher packet and other Expo updates!*
- **Permission Slips:** Make sure every student has a signed permission slip.

### On the bus

- **Behavior:** Review appropriate behavior for the Expo.
- **Review activities and Expo Resource Guide:** Remind students about the Exhibitor Hall, Mock Interviews and Career Talks. Tell them there will be a printed Expo Resource Guide at the door with a map and directory.
- **Distribute** your own handouts (i.e. Career Expo assignment, etc.)
- **Check In:** If desired, have students check in with an adult chaperone half way through the Expo. Tell them what time and where to meet their chaperone. Time: \_\_\_\_\_ Location: \_\_\_\_\_
- **Exit:** Remind students of the time and place to meet for leaving the Expo.  
Time: \_\_\_\_\_ Location: \_\_\_\_\_
- **Let the bus driver know where to find you.**
  - Bus instructions regarding the Oregon Convention Center will be released prior to the Expo.

### When You Arrive

- **Bus instructions** will be released prior to the Expo.
- **Coordinate** with your bus driver to know how to easily find your bus. There will be many buses waiting outside of the Convention Center, so make sure you decide how students will find your bus. Suggestions include getting phone number of driver, putting a color or number in the window of the bus, or other ways to quickly identify which bus belongs to your class/school.
- **Check in** with the information booth near the Expo floor so they know your school has arrived. Let them know how many students are attending and what time your bus will be leaving.
- Announcements will be made in the exhibit hall to remind your students prior to bus departure time.

### When You Leave

- **Checking out:** Let organizers at the info/check-in booth know your school is leaving.
- **On the bus:** If you want students to complete a reflection, remind them to finish this activity.



## Preparing Students for the Expo

Thank you for bringing your students to the NW Youth Careers Expo. You're helping your students find their career aspirations, and we appreciate your work in making this educational opportunity happen.

The Expo can be overwhelming to students who aren't prepared. Please review this information with your students. *The more prepared students are, the more they gain from their Expo experience!*

### STUDENT ATTIRE

Dress is business casual, or what you would wear to a job interview. Remind students that they represent their school.

Also, encourage students to choose shoes and clothing that let them participate in activities

and demonstrations (i.e. climbing a ladder, etc). If students hope to participate in a mock interview, we strongly recommend that they dress professionally.



- Professional business casual dress requested
- Students doing mock interviews should dress professionally
- No shorts, caps/hats, t-shirts with inappropriate logos/graphics; jeans are OK if in good condition

### BEHAVIOR

Let students know that companies have donated a lot of time and money to make the Expo successful. We have tremendous employer commitment and we want to continue these partnerships. Please encourage students to **thank the employers** for taking the time to participate in the Careers Expo.

- Students should display professional behavior to Expo exhibitors
- Students are representing their schools at all times
- Remind students to thank the employers for the time and information they have provided to them

**EXPO VIDEOS** We have two short online videos for you to show your students and help them get prepared.

- One is a 1-minute photo montage offering "5 tips for a great Expo."
- The other is two-minute video montage showing footage from the Expo floor.

**VIDEO LINK:** Go to [www.portlandworkforcealliance.org/expo](http://www.portlandworkforcealliance.org/expo) and visit the "Tips for students" section. Share the link with your students if classroom time doesn't allow for the videos to be shown.



## CAREERS EXPO STRUCTURE

The Expo has many opportunities for students. Please remind them of the following options:

- Visit 160+ booths in the main hall floor where employers provide hands-on demonstrations and talk with students about their educational paths. Students will also have the chance to learn about the skills & education needed to be successful in that field.
- Meet representatives from training schools, apprenticeships, community colleges and universities.
- Participate in “hands-on” learning activities (i.e. working with robots, trying out equipment from hospitals and other employers, etc.) in the demonstrations area.
- Participate in a mock interview. This is students’ chance to interview without pressure and receive tips and feedback from caring human resource professionals.
- Attend a Career Talk, given by an HR professional, on landing a job or acing an interview. See p. 5.

## Expo Career Activities

### BEFORE THE EXPO

**Portland Workforce Alliance website:** PWA is a nonprofit that organizes this event. Visit the PWA website at [www.portlandworkforcealliance.org/expo](http://www.portlandworkforcealliance.org/expo) for great Expo resources, and encourage students to do the same.

**Permission Slip:** Attached is a sample permission slip. At the bottom, students sign that they understand the guidelines for dress, behavior, etc. for the Expo. Consider copying the Career Reflection on the back so students know what type of questions they will need to answer after the Careers Expo. (Your school may have its own permission slip or absence form.)

### **Career Assessment:**

- Students take a career assessment in CIS, Naviance or another on-line career assessment tool.
- After they have identified the careers they are interested in, show them the **list of exhibitors** (at the Expo section of PWA’s website) and have them select at least five employers they want to visit.
- Have students brainstorm questions for these exhibitors. For example: What skills are necessary for this career? What type of education/training do you need? What is the salary range for someone working in this field? What do you like most about your job, and what are the biggest challenges?

### **Post-Secondary:**

- Students brainstorm questions about post-secondary options.
- Students research college programs that lead to the careers of interest from their assessments.



**Resume:** Students can complete a resume and bring it to the Expo so they can have an HR professional review it and give feedback at a mock interview. (See PWA website and below for more details.)

**Mock Interviews:** Many students are looking for jobs and internships. Mock interviews allow students to practice sharing their goals and communicating with professionalism. Students who do mock interviews at the Expo will receive Certificate of Completions.

- Have students select a business they are interested in applying to and research it.
- Encourage them to visit the mock interview room for a one-on-one interview with a HR professional.

**Career Talks:** See flyer, next page. Drop-in workshops will be held every half hour near the mock interviews. These 20-minute sessions allow students to get job-search advice from seasoned HR professionals. Students will receive Certificates of Completion for attending.

- **“How to Land A Summer Job”** (10 AM, 11 AM, Noon, 1 PM)
- **“How to Ace Your Job Interview”** (9:30 AM, 10:30 AM, 11:30 AM, 12:30 PM)

**Important note about Mock Interview logistics:** More than 1,500 students will seek mock interviews at the Expo, which requires traffic management. We have spaced schools’ arrival times throughout the day and asked schools upon arrival to send half of their students to the Expo floor and the other half to mock interviews. Please come at your assigned time, and please do not create a traffic jam by sending a high volume of students to mock interviews at unplanned times! Thank you very much. Your cooperation will help keep the wait manageable and allow students to make the most of the educational opportunities at the Expo.

**Pre-Event Questions:** Attached in this packet.

## DURING THE EXPO

**Career Expo Assignment:** Attached in this packet

## AFTER THE EXPO

**Career Expo Reflection:** Have students complete the attached questionnaire. In class upon return, have them “pair share” or divide in to small groups with different career areas represented to share their answers.





NORTHWEST  
**YOUTH  
CAREERS  
EXPO**

**Tuesday, March 14, 2017**

9 AM - 1:30 PM  
Oregon Convention Center



# Mock Interviews & Career Talks

Try a one-on-one interview with an HR professional  
or attend a 20-minute career talk and learn how to land a job!

## “How to Ace Your Job Interview”

9:30 am, 10:30 am, 11:30 am, 12:30 pm

## Mock Interviews

9 am – 1:30 pm

## “How To Land A Summer Job”

10 am, 11 am, noon, 1 pm

*Drop-ins are welcome at the Career Talks,  
located near the mock interview area.*



**Interested in a summer job or internship?**  
Look for the lightbulb signs in the exhibit hall to learn  
which companies have job or volunteer opportunities!



NORTHWEST  
**YOUTH  
CAREERS  
EXPO**

MARCH 14, 2017



**USE BEFORE THE EXPO**

**2017 NW Youth Careers Expo**

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Pre-Event Questions

## MAKE A PLAN!

### 1. Which best describes you?

- I'm a hands-on type of person.
- I'm a people person!
- I'm the idea person.
- I'm the information and data person.

### 2. Which Career Pathways might be a good fit for you?

**Arts & Communication**

Career fields include designer, artist, writer, musician, public relations professional, communications specialist.

**Business & Management**

Career fields include finance, accounting, marketing, sales, human resources.

**Health & Medical Services**

Career fields include doctor, physical therapist, nurse, radiologist, medical lab technologist.

**Human Services & Helping Professions**

Career fields include police officer, detective, teacher, counselor, psychologist, social worker, family support, nonprofit work, fire/emergency services.

**Industrial & Engineering Systems**

Career fields include computer software engineer, civil engineer, electrician, architect, manufacturing, construction.

**Natural Resources & Science**

Career fields include veterinary services, agriculture, horticulture, wildlife, forestry, fisheries, environmental scientist, landscape architect.

**I have no clue!** However, I would like to talk with .....

over →



3. You will get an Expo Guide listing all of the exhibitors. The index will list companies and schools by Career Pathway. **Using the career pathway(s) listed above, write in companies and/or schools that you would like to visit today and find them on the map in the brochure.**
  
4. Here's one great way for high school students to get experience in a career area while in high school: community service and volunteering! **Identify at least one exhibitor who offers community service and volunteer experience for youth** (i.e. Mercy Corps, American Red Cross, Portland Parks and Rec, Oregon Humane Society, etc).
  
5. Looking for a job, internship or community service opportunity? The Portland Human Resources Managers Association brings more than 100 human resource managers to interview students. Before you visit this area, **write one or two questions you think a supervisor might ask you and prepare answers.** You can review this with one of the human resource managers.
  
6. **What do you hope to get out of the event today?**





**USE DURING THE EXPO**

**2017 NW Youth Careers Expo**

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Pre-Event Questions

## CAREERS EXPO ASSIGNMENT

Practice talking to adults about the world of work.

Pick a company that you don't know much about and visit their booth to collect information.

Career Related Learning Experiences are required for graduation. This short assignment is your proof of participation.

Ask 3 – 5 questions so you can write a one paragraph summary about the company. You can use the following big and small questions with everyone you meet, **but you only have to write a summary about one company.** Make up some questions of your own, too.

**BIG questions:**

- What do you want teens to know about your company?
- How has your business changed to adapt to changes in the industry, economy or culture?
- Where do you think your company will be in \_\_\_ years when I get out of high school/college?  
What kind of jobs will you be hiring for?

**SMALL questions:**

- What does your company do?
- How many people work for you in Oregon? Worldwide?
- I'm a \_\_\_\_\_ (people person/hands-on, etc.) type of person.  
What kinds of work does your company have for a person like me?
- What kind of educational paths would you recommend for someone who wanted to work at your company? What kinds of classes, training or experiences would be helpful?
- What are some entry level jobs that high school graduates can get?
- Do you offer internships or summer employment?

**Company Summary:**

**My favorite part of the Expo was:**



**USE AFTER THE EXPO**

**2017 NW Youth Careers Expo**

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Pre-Event Questions

## CAREERS EXPO REFLECTION

Pick one of the industry areas that you visited during the Expo:

- Arts & Communication
- Business & Management
- Manufacturing & Technology
- Natural Resources
- Human Services (law, public service)
- Health Care

**Within this industry, what type of career(s) are you interested in?**

---



---

**Explain why this area interested you:**

---



---

**Describe three things that you learned about this industry that you didn't know before:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

*over* →



**What type of education or training do you need to get started in this industry?**

**What type do you need to advance?**

---

---

---

**What kinds of skills do you need to succeed in this industry? (i.e. math skills, writing ability, computation skills, critical thinking, public speaking, budget analysis, project management)**

---

---

---

**List three personal attributes that this employer is looking for in a new employee (i.e. teamwork, creativity, punctuality, etc).**

1.

---

2.

---

3.

---





**OPTIONAL PERMISSION SLIP TEMPLATE**

2017 NW Youth Careers Expo

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

## NW YOUTH CAREERS EXPO

Tuesday, March 14, 2017

Oregon Convention Center

777 NE MLK Blvd., Portland, OR 97232

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

Students are invited to participate in the NW Careers Expo with more than 100 employers and exhibitors providing essential career information. Students will learn about opportunities in Business, Health Services, Technology, Arts, Manufacturing, Construction and Natural Resources. Students will also have a chance to participate in mock interviews, learn about college programs & more. Participating in the NW Careers Expo counts as CRLE (Career Related Learning Experience) toward your diploma requirements.

### Questions?

School contact name: \_\_\_\_\_ Email/phone: \_\_\_\_\_

**Parents/guardians:** Please sign the form below so your child may participate in the NW Careers Expo. A signed form functions as permission for your child to be included in Expo photos/communications.

\_\_\_\_\_ has my permission to attend the NW Youth Careers Expo on Tuesday, March 14, 2017, at the Oregon Convention Center.

Parent/Guardian Name: (PRINT)

Parent/Guardian Signature:

Emergency Contact Name:

Emergency Contact Phone:

**Student Agreement:** By signing this form, I am agreeing to the below guidelines. I agree to:

- follow business-casual dress code. No hats, shorts, sweats, bare midriff, short skirts, ripped jeans.
- participate in the learning activities and engage in dialogue (ask questions) of Expo representatives.
- use respectful communication that is professional in both language and tone and that reflects positively on myself and the school I am representing.
- thank the employers I spoke with for their time.

Student Name: (PRINT)

Student Signature: