HOW TO HOST A CAREER DAY

LOOK INSIDE FOR:

- EASY STEPS TO FOLLOW
- WHO’S INVOLVED?
- STUDENT FEEDBACK
- TIPS FROM EMPLOYERS
- SAMPLE AGENDAS
- OUR CAREER DAY PARTNERS
- AND MORE!

PORTLANDWORKFORCEALLIANCE.ORG
3 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 & registers students
- Provides logistical support
- Provides 1-3 staff members to help with check-in & participation
- Surveys students to provide you immediate feedback
- Photographs & Promotes the entire day on social media

PWA recruits students with our partners at Portland Public Schools, Parkrose School District, North Clackamas School District, and the Tri-County area.
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, AWS Elemental

“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 -- 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 & are more engaged.
**AWS Elemental**

(25 students)

8:45 Check-in, light snacks
9:05 Intro to Elemental & Icebreaker
9:40 Activity: Goldeneye Test
10:00 Breakout Sessions: (choose 1)
  - Marketing
  - Finance & Accounting
  - Engineering
11:00 Mock Interviews & HR Tips
11:25 Goldeneye Test answers & prizes
11:45 Handout 2-3 career path maps
11:55 Wrap-up - Q&A, Evaluation Forms

**Kaiser Permanente**

(30 students)

8:45 Check-in at the main lobby
9:00 Introduction of Simulation Team & Our Individual Background
9:30 Group Discussion
9:50 Tour Lab
10:10 Break
10:20 Break into 2 Groups
11:20 Kaiser NW Scholarship Opportunity
11:30 Kaiser Internships & Job Shadows
11:45 Wrap-up - Q&A, Evaluation Forms

**Wieden+Kennedy**

(60 students)

8:30 Check-in
9:00 Welcome, introductions, video
9:15 Overview of W+K
9:45 **Tour -- Career Paths**
  Student groups rotate between stations in the building & meet employees from different depts.
11:30 Students share what they learned
11:50 Wrap-up - Q&A, Evaluation Forms

**Howard S. Wright**

(20 students)

8:45 Check-in at the main office
9:00 Introductions & career paths
9:15 Demonstration of BIM software
10:00 BIM and scheduling exercises (Students "compete" in teams)
11:30 Awards & wrap-up
11:45 Handout 2-3 career path maps
11:55 Wrap-up - Q&A, Evaluation Forms

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**OUR CAREER DAY PARTNERS**

- Nike
- ZGF Architects
- Howard S. Wright
- AWS Elemental
- Banfield Pet Hospital
- CDK Global
- Cloudability
- Daimler
- Design Week Portland
- FINE
- Fortis Construction
- Gunderson
- Hoffman Construction Instrument
- Kaiser Permanente NW
- Legacy Health
- McKinstry
- Mercy Corps
- Microsoft
- Multnomah County
- Oh Planning+Design
- OHSU
- Oregon Film
- Oregon Humane Society
- PNW Carpenters Institute
- Portland General Electric
- Portland Fire & Rescue
- Providence Health
- Puppet
- Second Story
- Simple
- The Oregonian
- Umpqua Bank
- Under Armour
- UP School of Nursing
- Upswell
- Wells Fargo
- Wieden+Kennedy
- Ziba Design
- ...and more!

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**TECHNOLOGY**

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**HEALTH CARE**

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**STAY CONNECTED!**