



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!



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 from Portland-area partner school districts, including Portland Public Schools and the North Clackamas, Parkrose, Reynolds and Gresham-Barlow districts.



WHY SHOULD YOU GET INVOLVED?

STUDENTS SAY:

"I learned what I can do now to **jump-start my career.**"

Sophie Abbassian, Cleveland High School

"Today's event helped me understand my future career as a nurse. It gave me a **taste of the real deal.**"

Roberto Charboneau, Roosevelt High School

"The feedback we received on our own work from designers was **extremely valuable.**"

Lucy Martin, Sabin-Schellenberg Professional Technical Center

"It has shown me that I should **strive to become better at what I'm passionate about** and how much that will help me later on."

Zane Russell, Benson Polytechnic High School

EMPLOYERS SAY:

"I speak for all employees involved when I say it was **inspiring** and added a lot of value to our day-to-day work."

Hanna Gately, adidas

"It is enlightening to step out of our day-to-day selves and **share our excitement** with those who might be interested in this work."

Ben Byers, Multnomah County

"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



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.

SAMPLE AGENDAS

FROM OUR PARTNERS

Tip: Students like hands-on activities and opportunities to talk with real professionals.

TECHNOLOGY

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 and evaluations

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 and evaluations

HEALTH CARE

Kaiser Permanente

(30 students)

- 8:45 Check-in at the hospital lobby
- 9:00 Introduction to Sim Lab Team and individual career paths
- 9:20 Teamwork in health care
- 9:30 Simulation lab activities in teams
- 11:20 Kaiser internships and scholarships
- 11:45 Wrap-up, Q&A and evaluations

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 Walk to construction site
- 12:00 Lunch & intro to career paths
- 12:30 Site tour & hands-on activity
- 1:20 Wrap-up, Q&A and evaluations

ARTS & COMM

DESIGN & BUILD

OUR CAREER DAY PARTNERS

24/7 Laundry Service
adidas
AWS Elemental
Banfield Pet Hospital
Daimler Trucks
Design Week Portland
FINE
Fortis Construction

Greenbrier Gunderson
Howard S. Wright
Instrument
Kaiser Permanente
Legacy Health
Mercy Corps
Microsoft
Multnomah County

Nike
OHSU
Oregon Film
Oregon Humane Society
PCC Swan Island Trades Center
Port of Portland
Portland General Electric

Portland Fire & Rescue
Providence Health
Puppet
Second Story
Simple
The Oregonian/
OregonLive
Umpqua Bank

Under Armour
UP School of Nursing
Upswell
U.S. Coast Guard
Wells Fargo
Wieden+Kennedy
ZGF Architects
Ziba Design ...and more!