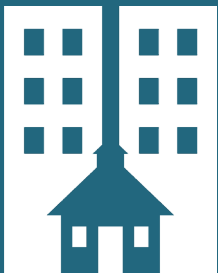




HOW TO HOST A **CAREER DAY**



LOOK INSIDE FOR:

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



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

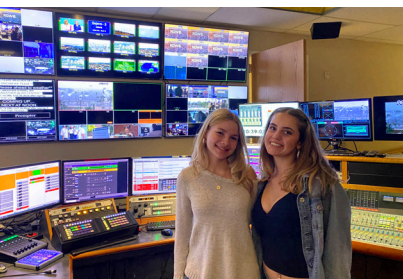
MAKE A PLAN

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 A., 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 C., Roosevelt High School

"**Opened up options** for me career wise and motivated me to keep searching in this field."

Sierra H., Reynolds High School

"Today has taught me a lot about this career path that I never really considered and **made me interested in pursuing it.**"

Riley R., Adrienne C. Nelson High School

EMPLOYERS SAY:

"Love sharing with students our experience. It's amazing to see these students realize a career that they want to do or explore more."

Huy Nguyen, Kaiser Permanente

"Hosting young students and sharing our experiences is invaluable. It **helps spark curiosity and garner interest** into our industry."

Prashanth Narasimhan, Turner Construction

"**Our staff is energized by students** and it's an opportunity to give back to the community."

Nicol Dodier, ZGF Architects

"We hope these programs will help **maintain a diverse pipeline of students** pursuing careers in journalism."

Elliot Njus, The Oregonian



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!

LAW & BUSINESS

Tonkon Torp

(25 students)

- 8:45 Check-in, welcome
- 9:05 Intro & tour of office
- 9:30 Legal Careers Panel (5 panelists in different careers in law)
- 10:15 Copyright activity
- 10:45 Litigation/advocacy workshop (break up into teams)
- 11:15 Teams present arguments
- 11:30 Lunch & debrief
- 11:55 Wrap-up, Q&A and evaluations

Howard S. Wright

(20 students)

- 8:45 Check-in & breakfast
- 9:00 Introductions & career paths
- 9:15 Demonstration of BIM software
- 10:00 BIM hands-on activity
- 11:30 Awards & wrap-up
- 11:45 Walk to construction site
- 12:00 Site tour
- 12:45 Lunch & networking
- 1:15 Wrap-up, Q&A and evaluations

HEALTHCARE

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
- 11:10 Activity debrief and lessons
Volunteer opportunities
- 11:30 Wrap-up, Q&A and evaluations

Wieden+Kennedy

(40 students)

- 8:30 Check-in
- 9:00 Welcome, introductions, video
- 9:15 Tour of the W+K building
- 9:45 Overview of W+K & video
- 10:20 Pitch a Campaign Workshop in groups
- 11:15 Group presentations
- 11:45 Wrap-up, Q&A and evaluations

DESIGN & BUILD

ARTS & COMM

OUR CAREER DAY PARTNERS

AWS Elemental
Christenson Electric
CREW Portland
Fortis Construction
GreenWorks
Gunderson
Holst Architecture
Howard S. Wright
Intercept Aviation
Intuitive Digital
Kaiser Permanente
KGW News

Microchip
Multnomah County
Nike
Oregon Anesthesiology Group
Oregon Entrepreneurs Network
Oregon Humane Society
Portland Fire & Rescue
Portland Street Response
Shadow Machine

Swinerton
The Oregonian
Tonkon Torp
Turner Construction
Under Armour
UP School of Nursing
Upswell
Wieden+Kennedy
ZGF Architects
...and many more!

WAYS TO SUPPORT

PWA depends on volunteer time and employer support to operate. There is no charge to work with PWA on Career Days. Employers often choose to support PWA in other ways, such as:

- **DONATION** direct from company
- **MATCH** the value of volunteer hours with a donation
- **SPONSOR or EXHIBIT** at the NW Youth Careers Expo

Contact us to learn more, or use the QR code to donate.

