



Career Day Fact Sheet

Career Day

A Career Day is a highly structured Career Awareness activity in which business partners from a variety of companies come together at a school to share information about their company, their job, and the education and skills that are required for success in their career.

Designed to meet specific learning objectives, a Career Day helps students/learners connect what they're learning in school with the workplace. They listen to speakers or navigate the event independently, seeking information about the industry and the career options it provides. They also learn about the education required for entry into the industry and the participating business's role in the local economy.

Career Days are one activity in the continuum of authentic work-based experiences provided to all students/learners engaged in career-related programs or course of study in Earn & Learn partner schools and organizations.

Career Days are designed to:

- Expose students/learners to a variety of careers and jobs by connecting them with business partners.
- Provide a realistic picture of the workplace.
- Help students/learners make the connection between school and the workplace.
- Inform career planning.

Career Days are structured to:

- Allow students/learners to listen, receive information and ask questions.
- Enable students/learners to begin identifying areas of career interest.
- Elevate student/learner comfort level in interacting with adult professionals and demonstrate their communication skills.

Career Day Formats

Presentation Only: Two, 40-minute panel sessions with 30 to 40 students/learners participating in each session.

Presentation and Small Groups: One, 40-minute panel session with 80-100 students, followed by small groups for follow up and an interactive activity.

Networking Booths: Career Day booth format where students/learners visit booths staffed by employers and network.

Speaker Series: Guest speaker series where industry representatives rotate and visit different classrooms.

Virtual . An interactive – online career day where employers visit a virtual classroom.

Career Days are supported by:

- Classroom preparation, including research on the industry and participating businesses.
- Employer orientation and support.
- Opportunities to reflect upon the experience verbally and in writing.

Career Days are connected to:

- Individual career development/training plans.
- A continuum of future work-based learning activities that build over time.
- The student's or learner's next steps.

Career Day Support Materials

Checklists, Tip Sheets and Fact Sheets:

- WBL Connector Career Day Checklist
- Student/Learner Career Day Checklist
- Teacher/Faculty Career Day Tip Sheet
- Employer Career Day Tip Sheet
- Employer Career Day Fact Sheet

Implementation Tools:

- Career Day Student/Learner Preparation Activity (for students)
- Career Day Student/Learner Reflection
- Preparing Students/learners for a Career Day (for teachers)

Tips for Success **Work-Based Learning Essential Elements**

Effective Career Days include structured activity before, during and after the experience. Pay attention to these tips to ensure meaningful experiences that result in enriched learning.

- ✓ Conduct Effective Planning
- ✓ Prepare for Success
- ✓ Identify Learning Objectives
- ✓ Create Authentic and Engaging Experiences
- ✓ Connect to Careers
- ✓ Support Student/Learner Growth
- ✓ Ensure Activities are Safe and Legal
- ✓ Provide Ongoing Support
- ✓ Provide for Reflection, Presentation and Feedback
- ✓ Connect to the Student/Learner Next Step
- ✓ Assess and Document the Experience

Sustaining and growing Career Days and all other work-based learning activities depend on maintaining positive relationships with the participating employers. These employers should be treated as valued customers and partners with frequent check-ins to address their needs and support their participation.

Virtual Option

- Consider holding a career day over the internet, using zoom or some other technology.
- Arrange for a series of industry partners to be available for virtual visits throughout the day.