



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 or online 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 learners² 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 designed to:

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

Career Days are structured to:

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

Career Days are supported by:

- Classroom preparation, including research on the 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 learner's next steps.

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

Career Day Formats

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

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

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

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

Online Remote: An interactive – online career day where employers visit a classroom remotely.

Remote Speaker Series: Guest Speaker series where industry representatives rotate through a remote classroom over the day via online technology.

² Learners include K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.

Career Day Support Materials

Checklists, Tip Sheets and Fact Sheets:

- Connector Career Day Checklist
- Learner Career Day Checklist
- Teacher/Faculty Career Day Tip Sheet
- Employer Career Day Tip Sheet
- Employer Career Day Fact Sheet
- Remote and Virtual Career Day Tip Sheet

Implementation Tools:

- Career Day Learner Preparation Activity (for learners)
- Career Day Learner Reflection
- Preparing 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 Learner Growth
- ✓ Ensure Activities are Safe and Legal
- ✓ Provide Ongoing Support
- ✓ Provide for Reflection, Presentation and Feedback
- ✓ Connect to the Learner's 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.