

Teacher/Faculty Career Day Tip Sheet

Note: If you're coordinating a Career Day, have a look at the Connector Career Day Checklist.

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.

Before Career Day

- Review the Career Day Fact Sheet and Teacher/Faculty Tip Sheet.
- Assess how the day can support classroom activities and help meet curriculum goals.
- Identify desired Student/Learner learning objectives and talk to the students/learners about the day and what they can expect to learn.
- Share the list of visiting companies and have the students/learners research their websites and prepare at least three questions for each employer.
- Build excitement for the day. Help students/learners think about how it connects to their career goals. Collect any required permission forms.

During Career Day

- If employers are visiting the classroom, introduce the speaker(s) and help moderate the session. Keep an eye on the time for each visitor's discussion and wrap up the day with thanks to all.
- If the Career Day is taking place in the auditorium or a large meeting space, help students/learners navigate the room and approach visitors professionally.
- If Career Day is taking place on-line, moderate the session and troubleshoot any technology issues.
- Distribute and collect feedback forms from students/learners and speakers.

After Career Day

- Provide individual and group reflection activities for students/learners and help them make the connection between pathway topics and the workplace.
- Help students/learners update their career development plan and think about any next steps they would like to take to further their career goals.
- Have students/learners write thank-you notes to the employer partners.
- Assess the impact and value of the Career Day with the connector and utilize employer, staff and Student/Learner feedback to improve future Career Days.
- Document and archive information about the Career Day.

Go Deeper

- Make the Career Day part of a project and have students/learners prepare and deliver a presentation to others at your school about one or more of the companies that visited.

The Classroom Connection: Preparation and Reflection

The day before Career Day

Set students/learners up for success by having them:

- Research visiting Career Day speakers.
- Prep their resume.
- Practice their elevator pitch.

After Career Day

- Spark Student/Learner reflection with an activity.
- Ask, "What new things did you learn about jobs and industries?"
- Ask if they want to find out more.