

**NORTHWEST
YOUTH
CAREERS
EXPO**

Students Packet

DATE:

Tuesday, March 13, 2018 (A day)

TIMES TO REMEMBER:

Franklin's registered time at Expo: 9:30 AM

Scheduled departure time from school: 8:45 AM

Scheduled departure time from the Expo: 11:00 AM

LOCATION:

Oregon Convention Center

**Important Information to Help You to
Prepare for the Expo**



The Expo can be overwhelming to students who aren't prepared. Please review this information. *The more prepared students are, the more they gain from their Expo experience!*

STUDENT ATTIRE

Dress is business casual, or what you would wear to a job interview. Remember that you represent our school. Also, please choose shoes and clothing that let you participate in activities and demonstrations (i.e. climbing a ladder, etc). If students hope to participate in a mock interview, we strongly recommend that they dress professionally.



- Professional business casual dress requested
- Students doing mock interviews should dress professionally
- No shorts, caps/hats, t-shirts with inappropriate logos/graphics; jeans are OK if in good condition

BEHAVIOR

Remember that companies have donated a lot of time and money to make the Expo successful. Please, **thank the employers** for taking the time to participate in the Careers Expo.

- Students should display professional behavior to Expo exhibitors
- Students are representing our school at all times
- Thank the employers for the time and information they have provided.

EXPO VIDEOS

There are two short online videos to help you get prepared.

- One is a 1-minute photo montage offering "5 tips for a great Expo."
- The other is two-minute video montage showing footage from the Expo floor.

VIDEO LINK: Go to www.portlandworkforcealliance.org/expo and visit the "Tips for students" section.



CAREERS EXPO STRUCTURE

The Expo has many opportunities for students. Please review the following options:

- Visit 170+ booths in the main hall floor where employers provide hands-on demonstrations and talk with students about their educational paths. Students will also have the chance to learn about the skills & education needed to be successful in that field.
- Meet representatives from training schools, apprenticeships, community colleges and universities.
- Participate in “hands-on” learning activities (i.e. working with robots, trying out equipment from hospitals and other employers, etc.) in the demonstrations area.
- Participate in a mock interview. This is students’ chance to interview without pressure and receive tips and feedback from caring human resource professionals.
- Attend a Career Talk, given by an HR professional, on landing a job or acing an interview. See p. 5.

BEFORE THE EXPO

Permission Slip: Attached is a permission slip. At the bottom, students and parents sign that they understand the guidelines for dress, behavior, etc. for the Expo. **Your teacher will collect the forms. Please make sure that you turn your permission slip in by the March 7th deadline.**

Expo Career Activities

Resume: Students can complete a resume and bring it to the Expo so they can have an HR professional review it and give feedback at a mock interview.

Mock Interviews: Many students are looking for jobs and internships. Mock interviews allow students to practice sharing their goals and communicating with professionalism. Students who do mock interviews at the Expo will receive Certificate of Completions.

Career Talks: See flyer, next page. Drop-in workshops will be held every half hour near the mock interviews. These 20-minute sessions allow students to get job-search advice from seasoned HR professionals. Students will receive Certificates of Completion for attending.

- **“How to Land A Summer Job”** (10 AM, 11 AM, Noon, 1 PM)
- **“How to Ace Your Job Interview”** (9:30 AM, 10:30 AM, 11:30 AM, 12:30 PM)



DURING the Expo: Sample student activities

Complete a Career Expo Assignment

- Use or adapt the sample assignment in this packet to help students engage.

Attend a Career Talk

- Encourage students to attend a 20-minute Career Talk on a topic such as Landing a Summer Job or Acing Your Job Interview. (Look online for final schedule and topics.)
- These drop-in sessions will be given by seasoned HR professionals and held every half hour near the mock interviews. Students will receive a Certificate of Completion.

Look for “Lightbulb” employers

- Many employers who offer summer jobs, internships, volunteer work and other opportunities for high school students will have a “Lightbulb” sign at their booth.
- Encourage students to find 1-2 employers with “Lightbulb” opportunities.



Do a Mock Job Interview and Resume Review

- Many students are looking for jobs and internships. A 10-minute mock interview with a caring HR volunteer allow students to practice their oral communication skills.
- Encourage students to visit the mock interview room at the Expo for a one-on-one interview with a HR professional. Students will receive a Certificate of Completion.

AFTER the Expo: Sample student activities

Complete a Follow-Up Assignment

- **Career Expo Reflection:** Have students complete the reflection in this packet. In class upon return, have them “pair share” or divide in to small groups with different career areas represented to share their answers.
- **Thank You Note:** Have students write a thank you email or letter to an employee whose business card they received at the Expo.

Important notes about Mock Interview logistics:

About 1,000 students will seek mock interviews at the Expo, which requires traffic management. We need your help to keep the wait manageable and the experience positive for students and volunteers.

- Please **SIGN UP** your students at least **6-8 weeks** prior to the Expo! (We can accept limited drop-ins.)
- We have spaced schools’ arrival times throughout the day. We ask schools upon arrival to send half of their students to the Expo floor and the other half to mock interviews.
- Please come at your assigned time and do not create a traffic jam by sending a high volume of students to mock interviews at unplanned times! Thank you.

EXPO TIPS

for students



NORTHWEST
YOUTH
CAREERS
EXPO

before the Expo

Check out our online resources:

portlandworkforcealliance.org/expo



watch videos &
check out photos

What
companies
will be there?

see our exhibitor list
& industry spotlights

be prepared

Get ready to meet employers:



examples:

What skills are necessary for this career?
What type of education/training do you need? What is the salary range for someone working in this field? What do you like most about your job?



dress for
the **job**
you want
to have

the dress code is
“business casual”

at the Expo



visit more than
170 booths
in the exhibit hall

meet representatives
from schools, colleges,
apprenticeships, and
training programs



participate
in a **mock**
interview



look for the
lightbulb

exhibitors with this symbol have
job and volunteer opportunities



USE BEFORE THE EXPO

2018 NW Youth Careers Expo

Name: _____

Grade: _____

Pre-Event Questions

MAKE A PLAN!

1. Which best describes you?

- I'm a hands-on type of person.
- I'm a people person!
- I'm the idea person.
- I'm the information and data person.

2. Which Career Pathways might be a good fit for you?

Arts & Communication

Career fields include designer, artist, writer, musician, public relations professional, and communications specialist.

Business & Management

Career fields include finance, accounting, marketing, sales, and human resources.

Health & Medical Services

Career fields include doctor, physical therapist, nurse, radiologist, medical lab technologist.

Human Services & Helping Professions

Career fields include police officer, detective, teacher, counselor, psychologist, social worker, family support, nonprofit work, fire/emergency services.

Industrial & Engineering Systems

Career fields include computer software engineer, civil engineer, electrician, architect, manufacturing, construction.

Natural Resources & Science

Career fields include veterinary services, agriculture, horticulture, wildlife, forestry, fisheries, environmental scientist, and landscape architect.

I have no clue! However, I would like to talk with



USE DURING THE EXPO

2018 NW Youth Careers Expo

Name: _____

Grade: _____

Pre-Event Questions

CAREERS EXPO ASSIGNMENT

Practice talking to adults about the world of work.

Pick a company that you don't know much about and visit its booth to collect information.

Career Related Learning Experiences are required for graduation. This short assignment is your proof of participation.

Ask 3 – 5 questions so you can write a one-paragraph summary about the company. You can use the following big and small questions with everyone you meet, **but you only have to write a summary about one company.** Make up some questions of your own, too.

BIG questions:

- What do you want teens to know about your company?
- How has your business changed to adapt to changes in the industry, economy or culture?
- Where do you think your company will be in ___ years when I get out of high school/college?
What kind of jobs will you be hiring for?

SMALL questions:

- What does your company do?
- How many people work for you in Oregon? Worldwide?
- I'm a _____ (people person/hands-on, etc.) type of person.
What kinds of work does your company have for a person like me?
- What kind of educational paths would you recommend for someone who wanted to work at your company? What kinds of classes, training or experiences would be helpful?
- What are some entry-level jobs that high school graduates can get?
- Do you offer internships or summer employment?

My favorite part of the Expo was:





USE AFTER THE EXPO

2018 NW Youth Careers Expo

Name: _____

Grade: _____

Pre-Event Questions

CAREERS EXPO REFLECTION

Pick one of the industry areas that you visited during the Expo:

- Arts & Communication
- Business & Management
- Manufacturing & Technology
- Natural Resources
- Human Services (law, public service)
- Health Care

Within this industry, what type of career(s) are you interested in?

Explain why this area interested you:

Describe three things that you learned about this industry that you didn't know before:

1. _____

2. _____

3. _____

over →



What type of education or training do you need to get started in this industry?

What type do you need to advance?

What kinds of skills do you need to succeed in this industry? (i.e. math skills, writing ability, computation skills, critical thinking, public speaking, budget analysis, project management)

List three personal attributes that this employer is looking for in a new employee (i.e. teamwork, creativity, punctuality, etc).

1.

2.

3.



PERMISSION SLIP

2018 NW Youth Careers Expo

Name: _____ Grade: _____

NW YOUTH CAREERS EXPO

Tuesday, March 13, 2018 (**"A" DAY. Regular Schedule**)

Time: **8:45 am 11:30 am.**

Oregon Convention Center

777 NE MLK Blvd., Portland, OR 97232

www.portlandworkforcealliance.org/expo

Students are invited to participate in the NW Careers Expo with more than 100 employers and exhibitors providing essential career information. Students will learn about opportunities in Business, Health Services, Technology, Arts, Manufacturing, Construction and Natural Resources. Students will also have a chance to participate in mock interviews, learn about college programs & more. **Participating in the NW Careers Expo counts as CRLE (Career Related Learning Experience) toward your diploma requirements.**

Questions?

School contact name: Raquel Laiz Email/phone: rlaiz@pps.net

Parents/guardians: Please sign the form below so your child may participate in the NW Careers Expo. A signed form functions as permission for your child to be included in Expo photos/communications.

_____ has my permission to attend the NW Youth Careers Expo on Tuesday, March 13, 2018 , at the Oregon Convention Center.	
Parent/Guardian Name: (PRINT)	Parent/Guardian Signature:
Emergency Contact Name:	Emergency Contact Phone:
<p>Student Agreement: By signing this form, I am agreeing to the below guidelines. I agree to:</p> <ul style="list-style-type: none"> • follow business-casual dress code. No hats, shorts, sweats, bare midriff, short skirts, ripped jeans. • participate in the learning activities and engage in dialogue (ask questions) of Expo representatives. • use respectful communication that is professional in both language and tone and that reflects positively on myself and the school I am representing. • thank the employers I spoke with for their time. 	
Student Name: (PRINT)	Student Signature:

