



PWA

PORTLAND WORKFORCE ALLIANCE



Teacher Packet

Tuesday, March 18, 2014 • 9:00 am – 2:00 pm
Oregon Convention Center • Portland, Oregon
Click here: <http://www.portlandworkforcealliance.org/>
to view the Expo website

Important Information to Help Prepare Students to Attend the Expo

Teacher Packet Prepared By:





Preparing Students for the Expo

For those who have taken students to the Expo before, you know that it is a great opportunity for students. However, you also are aware that it can be overwhelming. To help prepare students for the Expo take the time to review the following information with them. The more students are prepared, the more they gain from their experience at the Expo.

DRESS CODE

Dress is business casual. Please no shorts, caps/hats, t-shirts with objectionable logos/graphics or gum. Jeans are okay if they are clean and in good condition. If appropriate clothing is not worn, then students may not be able to participate in demonstrations



(i.e. welding) due to safety reasons. Please remind them that they represent their school (and district). Also, if students are going to participate in the mock interview, we recommend that they dress professionally.

BEHAVIOR

Let students know that companies have donated a lot of time and money to make the Expo successful. Although this is not taking place at a business/organization, they need to display very professional behavior (just like if they were interviewing for a job). We have tremendous employer commitment to this event and we want to continue these partnerships. Also, it would really help the organizers if students remembered to thank the employers for taking the time to participate in the Career Expo.

CAREER EXPO STRUCTURE

The career expo has several opportunities for students. Please remind them of the following opportunities:

- They can visit over 120 booths in the main hall floor where exhibitors provide hands-on demonstrations. They will also have the opportunity to learn about the skills and education they need to be successful in that field.
- They can talk with representatives from training schools, apprenticeships, community colleges and universities.
- Also in the main hall there are demonstration areas which allow students to have a “hands-on” opportunity (i.e. working with robots, seeing heavy equipment, etc.)
- Participate in a mock interview (located in A area) – this is their chance to interview without the pressure and receive tips from human resource professionals about interviewing.
- Get feedback on writing a resume and completing a job application.

EXPO CAREER ACTIVITIES FOR STUDENTS

Attached are examples of recommended activities for students before, during and after the Career Expo. These were developed by educators to help students have a more meaningful experience.



Expo Career Activities

Before the Expo:

Portland Workforce Alliance Website: Visit the PWA website at www.portlandworkforcealliance.org and show students pictures and videos of last year's Career Expo. Encourage students to visit the website on their own, too.

Permission Slip: Attached is a sample permission slip and at the bottom students sign that they understand the guidelines for dress, behavior, etc. for the Expo. You might want to copy the Career Reflection on the back so students know what type of questions they will need to answer after the Career Expo and review this with them ahead of time. In addition, you may need to add your district pre-arranged absence form.

Career Assessment: Students take a career assessment in CIS, Naviance or another on-line career assessment tool. After they have identified the careers that they are interested in, show them the list of exhibitors (on Career Expo website <http://www.portlandworkforcealliance.org>) and have them select at least five employers that they want to visit. Have students generate questions for these exhibitors. Some examples of questions might be: 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?

Post-Secondary: Have students generate questions about post-secondary options.

Resume: Students complete a resume and bring it with them to the Career Expo so they can have someone review their resume and give them feedback.

Mock Interview: Summer is coming and many students are looking for jobs. Have students select a business they are interested in applying to and research it. Tell them about the mock interview room (in the A area) where human resource professionals will be conducting practice interviews someone to help them prepare for their interview. Don't forget to remind them to dress professionally.

Pre-Event Questions: Attached in this packet.

During:

Career Expo Assignment: Attached in this packet

After the Expo

Career Expo Reflection: Have students complete the attached questionnaire. In class the next class period have them pair share or divide in to small groups to share their answers (have students from different career areas represented).



Teacher Checklist for Day of the Expo

- Before Departure**

Permission Slips: Make sure every student has a signed permission slip.

 - On the bus:**
 - Behavior:* Review appropriate behavior for the Expo.
 - Activities:* Remind students of the following activities:
 - Exhibit Hall: Booths and demonstrations
 - Mock Interviews
 - Distribute hand-outs* (i.e. Career Expo assignment, etc.)
 - Check In:* If possible, have students check in with an adult chaperone half way through the Expo. Tell them what time and where to meet their chaperone.
 - Exit:* Remind students of the time and place to meet for leaving the Expo.
- When You Arrive:**
 - Instruct buses to drop off students on the Holladay Street (north side of the convention center) bus pull outs.
 - Check in with the information booth in the Holladay Lobby so they know your school has arrived. Let them know:
 - How many students are attending
 - What time your bus will be leaving
 - Announcements will be made in the exhibit hall to remind your students prior to bus departure time.
- When You Leave:**

Check in with the information booth in the Holladay Lobby so they know your school is leaving the event.
- On the bus:**

If you are having students complete a reflection, remind them about completing this activity.



Use Before the Expo

**2014 NW YOUTH CAREER EXPO
Pre-Event Questions**

Name _____ Grade _____

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 Path(s) would be best for you?

- Arts & Communication**
Career fields include fine and performing arts, humanities and communication industry.
- Business & Management**
Career Fields include finance, accounting, Marketing, etc.
- Health & Medical Services**
Physician, physical therapist, nurse, etc.
- Human Services/Helping Professions**
Career fields include criminal justice, fire services, education, public service, and family and social services.
- Industrial & Engineering Systems**
Possible career fields include computer software engineer, civil engineer, electrician, architect, manufacturing and construction.
- Natural Resources & Science**
Career fields include veterinarian, agriculture, horticulture, wildlife, forestry, fisheries, environmental scientist, and landscape architect.
- I have no clue!** However, I would like to talk with

-over-



3. You will get an Expo Guide listing all of the exhibitors. The index will list companies and schools by Career Pathway. Using the career pathway(s) listed above write in companies and/or schools that you would like to visit today and find them on the map in the brochure.

4. How do I get experience in a career area when I am high school? Community Service and Volunteering! Identify at least one exhibitor who offers community service and volunteer experience for youth (i.e. Mercy Corps, American Red Cross, Portland Parks and Rec, OMSI, Oregon Zoo, etc).



5. Looking for a job, internship or community service opportunity? The Portland Human Resources Managers Association brings over ninety human resource managers to interview students. Before you visit this area (in the A Exhibit Hall), write one or two questions you think a supervisor might ask you and prepare answers. You can review this with one of the human resource managers.

6. What do you hope to get out of the event today?





During the Expo

Name: _____

Grade: _____

**2014 NW YOUTH CAREER EXPO
ASSIGNMENT**

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

Practice talking to adults about the world of work.

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

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 the recession affected your company?*
- *Where do you think your company will be in ___ years when I get out of high school/college? Will you be hiring?*

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 are some entry level jobs that high school graduates can get?*
- *Do you offer internships or summer employment?*

COMPANY SUMMARY



REFLECT ON YOUR EXPERIENCE



Use After the Expo

Name _____ Grade _____

Career Expo Reflection

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

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

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

Two horizontal lines for writing.

Explain why this area interested you:

Two horizontal lines for writing.

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

- 1. 2. 3. Three horizontal lines for writing.

What type of education/training do you need to be successful in this industry?

Two horizontal lines for writing.

What type of skills do you need to be successful in this industry?

Two horizontal lines for writing.

List 3 characteristics that this employer is looking for in a new employee (i.e. good attendance, attitude, etc.)

- 1. 2. 3. Three horizontal lines for writing.



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PORTLAND WORKFORCE ALLIANCE

Name (First & Last) _____

Grade _____

NW Youth Careers Expo

Tuesday, March 18, 2014

Oregon Convention Center

777 NE MLK Blvd., Portland, OR 97232

www.portlandworkforcealliance.org

You will learn about opportunities in Business, Health Services, Technology, Manufacturing, Arts, Construction, and Natural Resources. Also, a chance to participate in Mock Interviews & more!

Students are invited to participate in the NW Careers Expo with over 70 companies providing essential career information. Students may talk with representatives in areas of interest and participate in activities including a mock interview. Participating in the NW Careers Expo counts as CRLE (Career Related Learning Experience).

Questions? School contact name and email/phone _____

Parents/guardians: please sign the form below so your child may participate in the NW Careers Expo.

_____ has my permission to attend the NW Youth Careers Expo on Tuesday, March 18, 2014 at the Oregon Convention Center.	
_____	_____
Parent Name (Print)	Parent Signature
_____	_____
Emergency Contact Name	Emergency Contact Daytime Phone

Student Agreement By signing this form, I am agreeing to the guidelines listed below. I agree to:	
<ul style="list-style-type: none"> ■ follow the dress code: jeans are OK but no rips, tears. No hats, shorts, sweats, bare midriff, short skirts. ■ fully participate in the learning activities and engage in dialogue (ask questions) of the NW Careers 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