

# CAREER DAYS 101: PREP AND PRACTICE

*The Career Day resource is a simple, structured guide to facilitate an informative and inspiring event where students meet professionals from their community and beyond. The Career Day Resource Guide provides educators with a step-by-step guide for hosting an informative and inspiring Career Day.*



**Willamette**  
EDUCATION SERVICE DISTRICT

Presented by: Willamette Education Service District //  
Adapted by: Career Connected Learning Resources Team



# INTRODUCTION

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The Career Day Resource does more than just showcase professions; it also connects students to their community, helping them understand and appreciate its multifaceted nature. This insight not only equips students for their future but also fosters a sense of belonging and understanding of where they come from. Through this guide, educators can help their students understand the vast array of opportunities around them, emphasizing that post-school avenues are as enriching as they are varied.



# RATIONALE

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**Connection to Real-world Careers:** By interacting with professionals from various fields, students can directly relate their classroom knowledge to real-world applications. This hands-on experience helps them understand how their studies today can shape their career opportunities tomorrow.

**Exposure to Diverse Professions:** The resource provides a platform for students to meet professionals from a variety of job sectors—both conventional and unconventional. This broad exposure can expand their horizons and challenge pre-existing notions about careers.

**Discovering Interests:** A Career Day allows students to engage in discussions and activities that could spark new interests. They might stumble upon industries or roles they never knew existed and feel a newfound passion or curiosity towards them.

**Structured Approach:** The organized format of the Career Day Resource ensures a smooth flow of events, offering educators a roadmap to ensure a balanced and comprehensive exposure for everyone involved.

# SHARING YOUR PURPOSE AND OBJECTIVES

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When introducing the Career Day Resource to students, faculty, and invited professionals, it is essential to communicate your purpose and objectives clearly. Start by outlining the overarching goal of the resource—for instance, broadening students' horizons or connecting classroom learning to real-world professions. Detail the specific outcomes you hope to achieve, such as increased student engagement or heightened awareness of diverse career paths.

When reaching out to potential guest professionals, be transparent about why you have chosen them and how their expertise aligns with your objectives.

For faculty and other stakeholders, provide a concise rationale for the event, emphasizing its value in bridging the gap between academics and real-world applications. Regularly revisiting and restating these objectives during the planning process can also keep everyone aligned and invested in the event's success.

# MATERIALS NEEDED

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**Invitation Materials:** A digital template for emails and contact information for potential guest professionals.

**Event Planning Tools:** A calendar or scheduling software, a list of available spaces or rooms, and an event itinerary template.

**Technical Equipment:** Computers with Internet access (especially if hosting virtual sessions), audio-visual equipment like projectors or speakers, and microphones for larger venues.

**Signage and Labels:** Printable labels for guest name tags, signs for each professional's booth or presentation area, and directional signs to help students navigate the event.

**Information Packets:** Include details about the event's schedule, logistical details, classroom layout, and student demographics to provide to professionals.

**Interactive Materials:** Any necessary supplies for interactive sessions, such as craft materials, whiteboards, markers, etc., depending on the professional's presentation.

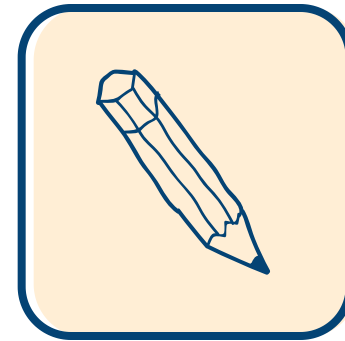
**Student Forms:** Print-outs for students of the following documents: "CCL Career Day Preparation Activity" & "CCL Career Day Student Reflection".

**Light Refreshments:** Snacks, drinks, and possibly lunch for the participating professionals, especially if the event spans several hours.



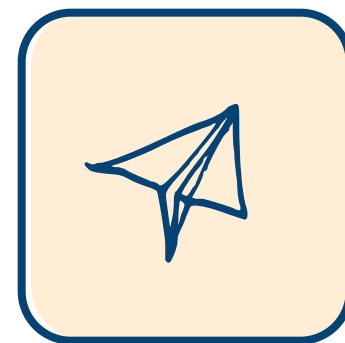
# ACTION PLAN: BEFORE THE EVENT

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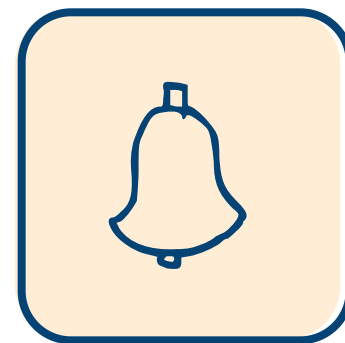
## **1) Identify Potential Guests (8 Weeks Out)**

- Research relevant individuals or organizations.
- Prioritize based on relevance and availability.



## **2) Send Invitations (7 Weeks Out)**

- Include event details, objectives, and required preparations.



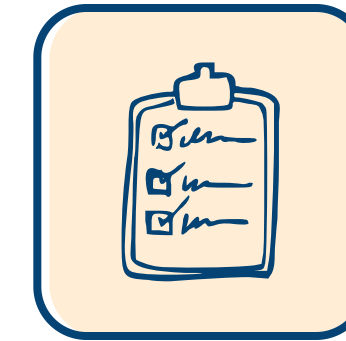
## **3) Follow-Up & Confirmations (4-5 Weeks Out)**

- Follow up if no response after a week.
- Send confirmation details upon acceptance.



## **4) Support & Finalize Schedule (2-3 Weeks Out)**

- Address technical/logistical needs.
- Share event schedule with guests.



## **5) Pre-event Check-in (1 Week Out)**

- Confirm attendance and address last-minute queries.



## **6) Prep Your Students (3-5 Days Out)**

- Students research attending professionals.
- Reinforce respectful and professional behavior.
- Complete “CCL Career Day Preparation Activity”.

# ACTION PLAN: DAY OF THE EVENT

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## 1) Brief Students (Start of Day)

- Review objectives and expectations.
- Review respectful behaviors and interactions.



## 2) Set up the Space

- Provide clear signage for each booth.
- Designate moderators for sessions.



## 3) Guest Arrival

- Have a greeter and tech support ready.



## 4) Event Scheduling

- Stagger times for large groups; have buffer times.



## 5) Event Considerations

- Provide refreshments and check-in areas for guests.



## 6) Post-event Student Activity

- Complete “CCL Career Day Student Reflection”.



## 7) Post-event Follow-up

- Send ‘Thank You’ emails to guests.

# STANDARDS OVERVIEW

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Career Day falls within the first of the four Career Connected Learning domains: awareness, exploration, preparation, and training. It also aligns with the American School Counselor Association (ASCA) Mindsets & Behaviors for Student Success.

***ASCA Mindsets Standards covered include:***

- M 3. Positive attitude toward work and learning.
- M 4. Self-confidence in ability to succeed.
- M 6. Understanding that postsecondary education and lifelong learning are necessary for long-term success.

***ASCA Self-management Skills Standards covered include:***

- B—SMS 3. Independent work.
- B—SMS 5. Perseverance to achieve long- and short-term goals.

***ASCA Social Skills Standards covered include:***

- M—SS 1. Effective oral and written communication skills and listening skills.
- M—SS 3. Positive relationships with adults to support success.
- M—SS 9. Social maturity and behaviors appropriate to the situation and environment.

***Combined, these Mindsets and Behavior Standards prove essential for students' overall development and success in academic, personal, and social contexts.***



# ABOUT THE CREATOR

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**Willamette**  
EDUCATION SERVICE DISTRICT

## ***Willamette Education Service District***

“The Willamette ESD is a multi-faceted agency with a workforce of over 450 highly skilled and caring professionals. Our agency is a student-centered organization serving 21 Oregon school districts with a student population of over 81,000 students (K-12).

Willamette ESD provides approximately 61 services related to Special Education, Technology, School Improvement, and Administrative Services that school districts may purchase from our agency. We also administer numerous grants and contracts to support education in our region and across the state.”

# CONCLUSION

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The Career Day Resource offers a valuable opportunity to bridge classroom learning with real-world professions, presenting students with a diverse range of potential career paths. By following this straightforward guide, educators can efficiently plan and execute a memorable event that not only informs students but also inspires them to envision their futures. Remember, this resource is not just about introducing jobs—it is about igniting passions, broadening horizons, and building connections between students and their surrounding community.

