

ASPIRE Career/College Week Planner

Introduction

Welcome to your *Career and College Week Planner*. In this document we have curated a variety of activities, suggestions, and tips that can help you create a robust career and/or college readiness week. Take some time and look through the variety of activities provided. These are just a few ideas to get you started.

Career and College Week Sample Schedule

This Calendar gives you an idea how you can create a robust Career/College week for your ASPIRE Site.

Monday	Tuesday	Wednesday	Thursday	Friday
Question of the Day (Classroom)	Question of the Day (Classroom)	Question of the Day (Classroom)	Question of the Day (Classroom)	Question of the Day (Classroom)
Advisory Class Competition	College Application Workshops (financial aid and admissions assistance)	Career Spirit Day (Career Swap)	Career Application Workshops (Resume, interview skills)	CCR Assembly (Alumni & community panel, interview fashion show/contest)
College Spirit Day (students & staff wear college swag)	Family Night	Career Café (students)	Family Night	*Present CCR Raffle winners and Senior / CAN ASPIRE Scholarship
		Career/Industry Presentation/Fair		

ASPIRE Question of the Day

ASPIRE/career and college coordinator prepares and distributes Career/College Talk "Questions of the Day." Schoolwide teachers will take 5-10 minutes during each class period to answer their CCR Question of the Day during Career and College Week. By the end of each day students will have heard 6-8 different career/college experiences from their classroom teachers.

Career and College Questions

This is just a sampling of the many questions that you can choose from. Be creative and invite some teachers/staff to work together to choose questions you will use.

1. What was your first job? Share your experience.
2. Talk about preparing (or not preparing) for your first interview. What should students know about interviewing for a job?
3. What college did you go to? How did you decide to attend that college/university? Did you attend one college or multiple?
4. What was your favorite class in college and why?
5. What was the career you thought you were going to have when you were in middle/high school? How did you get where you are today? Did your plans change?

(See Spirit/Dress Up Days Resource for a fun CCR Activity to go along with this question).

6. Do you have a favorite teacher/professor? Tell why this teacher impacted you.
7. Think about your strengths/interests when you were in middle/high school – did those strengths influence your choice in your career?
8. What's the best piece of advice you can give to a student starting college? How about starting a new job?
9. When you decided to attend college, what did you decide to study (what was your major)? Did you change your majors in college, if so, how many times?
10. What wisdom/advice would you give to students who are considering their future options?
11. What are the most important qualities/characteristics of a successful person?
12. What was your biggest concern/fear as you transitioned from middle school to high school and then eventually to college and the workforce?
13. Have you ever had another career path or did you always know you would become a teacher?
14. What resources or support do you think is important to have to help you explore and pursue your career/college goals?
15. Imagine your life if you were not a teacher – what other career interests do you think you might be interested in? Why?
16. How important do you think it is to pursue a career that aligns with your passions versus choosing a career for practical reasons?
17. What were the extracurricular activities, clubs, sports, volunteer, or paid work experiences you were involved in when you were in middle school/high school/college? Why is it important to be involved in extracurriculars?

Sample Email to Teachers/Staff

[Name of School] Teachers and Staff,

The week of [Dates] at [name of school] is Career and College Week! Our schoolwide ASPIRE program has a great week planned. Our goal is to give information, support, and career/college exposure to students by providing career and college focused activities throughout the week. We want our students to be Career and/or College Ready (CCR). Participation and support from teachers and staff are essential to make the week's activities a success!

We want this week to be full of fun and you can help make that happen! Please see the schedule of events attached. We encourage all staff to participate in the Career/College themed dress-up days while also encouraging students to participate in weekly CCR activities and evening events.

Each day of our ASPIRE Career and College Week teachers/staff will be asked to take the first 5-10 minutes of your class period to answer the Career/College Question of the Day. Yes, you will need to answer the same question during each period you teach. It will be great for students to gain exposure to a wide range of career/college questions and help them understand that there are many options and pathways they can take after high school.

We believe that this activity will begin to establish and build a strong career and college culture at [name of school]. Career/college talk helps students expand their ideas about their future opportunities and could possibly provide the opportunity to discuss their own plans for their future with you or other staff.

Career/College Question of the Day: Choose and insert the questions you want your staff/teachers to use during this time. See list of questions for ideas.

Monday [date]:

Tuesday: [date]:

Wednesday: [date]:

Thursday: [date]:

Friday: [date]:

Thank you for being "ALL-IN" and giving our students the gift of your experience and wisdom! Career and College Week is going to be a fantastic way for our staff to share our own experiences with students in the hope of inspiring them to dream and consider their own futures!

Thank you,
[Name]
ASPIRE Coordinator

Career and College Spirit Dress Up Days

Career and College Week should be a lot of fun and having Spirit and Career Dress Up Days give students and staff the opportunity to be connected and involved in the week. It's not just information or an activity that they receive, instead they get to actively participate. Spirit Days create a celebratory atmosphere, and each day recognizes the diversity found among students interests as they proudly display their college swag, career interests, and more.

Student Participation: Often, it's good to provide student incentives to participate in dress up days (See Advisory/Class Competitions). Another idea may be to have name tag (stickers) that students can write on to identify their career they are dressing up as (since some careers may be difficult to identify by clothing only).

College Spirit Day

Wear college swag from a college/university or trade school.

Career Swap Day

Students: Dress up in attire that represents the future career you see yourself in 5 – 10 years after graduation

Teachers/Staff: HAVE FUN!!! Think back to your days of middle school/high school. Dress-up in attire that represents what career you dreamed of.

This might be a great day to include an ASPIRE Question of the Day: *What was the career you thought you were going to have when you were in Middle School/High School? How did you get where you are today? How did things change?*

Dress For Success Day

You are going to an interview – dress to impress!

Your Future is Bright Day

Neon day

“It’s my Plan” Spirit Day

Wear colors to represent your future plan: **Blue:** Education (college/university/trade school), **Orange:** Trades/Apprenticeship, **Red:** Military, **Black:** Workforce

Career & College Class/Advisory Homeroom Competitions

A little competition is fun for building excitement around career and college pathways.

Door Decoration Competitions

Have advisory classes decorate their classroom doors. The most creatively decorated door that best describes the career/college they have researched and explored wins a prize (donut, pizza, school swag, etc.) Be creative!

You may want to extend this activity over multiple class periods. Divide students into groups to research the content/information about the college/university they are learning about. Consider: Location, cost, size, type (public/private), academic programs, cost, scholarships available, athletics/extracurricular activities, academic support/career services, average class size, etc.

Judges for the door decorating contest can be administrators/counselors/school board/ASPIRE Mentors, Volunteers from the community, etc.

*Materials Needed: Art supplies (butcher/construction paper, tape glue, pens/paint, etc.) and print/copy access, etc.

College Doors

Introduce [different colleges](#) to your students, you want to make sure that different colleges/universities are represented and there aren’t multiples of a certain college. Randomly select Oregon Universities/Colleges for each Advisory class. If you need more colleges, select a few out-of-state colleges to add to your list (maybe focus on schools your previous students have attended). In advisory class over a couple of class periods encourage students to identify important information from each college and work together to creatively display the information on their door.

Career/Trades Doors

Introduce your students to different career options. Create a list of careers and randomly give each advisory class a career to research and explore. Have students consider what education is required for the job, growth potential, salary/benefits typically offered, job skills needed, etc.). In advisory class, over a couple of class periods, encourage students to work together to creatively display the information on their door.

Sample Careers List:

Electrician	Lawyer	Relator
Dental Hygienist	Wind Turbine Technician	Information Security Analyst
Sales Manager	Airline Pilot	Sonographer/ Ultrasound Technician
Social Worker	Genetic Counselor	Physician Assistant
Web Developer	Construction Manager	IT Manager
Veterinarian	Auto Mechanic	Software Developer
Occupational Therapist	Marketing Manager	Nurse Practitioner
Mechanical Engineer	Speech Language Pathologist	Elementary or High School Teacher

ASPIRE Scholarship and/or Raffle Drawing

Use ASPIRE funds to create a Senior scholarship and/or purchase incentive prizes you can use for a CCR participation raffle OR consider raising funds for the scholarship/raffle with a **bottle drive!** Those 10 cent cans/bottles add up quickly! Use [Bottle Drop Fundraising](#) (if in your area) to raise money for a senior scholarship and raffle drawings for all grade levels. Bottle collection can take place year-round by partnering with school clubs (Honor's Society, Environment club, etc.) OR can be done in a big push during the career/college week. Work with your school administration to determine how the ASPIRE scholarship and incentive giveaway will be given out. Ideas may include:

Create a Senior Scholarship – Determine if you want to create an official scholarship application that students can complete during the Career/College Week (as one of their activities during Application Workshop Activities) to be considered for the scholarship. ASPIRE Coordinator would need to create a simple scholarship and lead a team of teachers/administrators to review applications and determine winner. If you use bottle funds for the creation of the scholarship, consider your scholarship name. Idea: *I CAN ASPIRE* Senior Scholarship

Raffle Drawings for all grade levels – Purchase a variety of college swag, water bottles (Stanley/Hydro flask), gift cards, backpacks, earbuds, etc. for raffle giveaways.

Raffle tickets can be earned by students in a variety of ways:

- Complete CCR assignments
- Complete Activity Chart and/or Resume
- Attendance/participation in career/college dress-up days
- Attendance/participation at CCR Family Nights
- Attendance/participation student events/workshops
- Completion of applications

- College Applications/[Common App](#)
- [FAFSA/ORSAA](#)
- [Oregon Promise](#)
- [OSAC Scholarship](#) or other scholarship applications

Raffle “tickets” can be awarded to students in class by a teacher, by a counselor, or ASPIRE Coordinator at the Career/College Center. “Tickets” can be a physical ticket that is placed in a box for a drawing – OR – you can create a short Google Form w/ QR scan that students can complete after completing an assignment or application when directed by teacher, counselor or ASPIRE Coordinator. A similar Google Form could be created to identify student attendance at each CCR Event.

Google Form for completed assignments/application completion would need: Name of Student, Student ID or email, Name of Application/assignment completed.

Google Form for attendance at events/workshops: Name of Student, Student ID or Email, Name of Event, one take-away from the event (what did you learn).

Participation Competitions/Raffles for Incentive Prizes

Create individual student or group (Class, advisory, etc.) incentives/contests for:

- Participation in CCR Events (have attendance sheets or electronic sign in at each event to verify attendance). Examples include CCR Family nights (Finding Funds, Junior Jumpstart, etc.), FAFSA/ORSAA Application Completion workshops, college admissions or career presentations, etc.
- Participation in CCR Dress Up days (Teachers can count students in an advisory or certain period class)
- Senior Completion Tasks (you would need to view to verify) – Have something special for your seniors that encourages them to complete important CCR tasks. Examples may include: Completed resume, FAFSA/ORSAA Financial Aid Application, Oregon Promise Application, each completed college/university/trade school application, OSAC and other scholarship applications, senior surveys (school and/or ASPIRE), etc.

Student Scavenger Hunt – Using “I Went To...” Teacher/Staff Activity

Preparation for this event is necessary. The “I Went to...” activity helps site staff describe their own post-secondary journey by declaring if they went to college, went to trade school, started a career, or served in the military after leaving High School. This activity helps build and develop a career and college going culture by highlighting the real-world journeys that known adults pursued.

Download “I Went To...” Activity from the ASPIRE website

Consider using time at a staff meeting to complete these documents. We encourage all staff (not just teachers/administrators) complete this activity. It’s important to note that some staff will have multiple “I Went to...” documents. For example: a staff member may have

enlisted in the military, then went to college. This teacher/staff member would complete both forms.

Once staff identify their "I Went to..." documents, have them complete them and post them in an agreed upon location (outside their classroom door, next to their desk, etc.) so students will be able to know where to find each staff member's form. You may need to create a "I Went to..." wall where you post staff members documents (instructional assistants, janitors, office staff, etc.) who are not classroom teachers and/or do not have an easily accessible place for students to view their "I Went to..." documents.

Scavenger Hunt- Create a list of questions, based on the information teachers and staff list on their "I Went to..." documents. Example questions:

- Who are the 2 staff members that served in the military?
- What teacher graduated from [name the University]?
- Whose favorite class in high school was [name the class]?
- What staff member's first job was [name the job]?
- What staff member went to trade school? What was the school they attended?

School Intercom announcement: Consider making a school-wide announcement each day during college/career week, or once a week during the school year. Announcement can provide the Scavenger Hunt question at the end of the school day or at the end of a particular class period. The student that brings the correct answer to the main office (or chosen location) chooses/or is given a prize. Prizes can be as small as a sticker, snack/treat, school swag, gift card, etc. Be creative.

Advisory/Chosen class period: Have teachers give a question to students at the end of their class. The first student in that class to bring the correct answer back to their advisory teacher receives a prize. This gives a student in each class the opportunity to receive a prize.

Consider using Advisory Classroom CCR Activities Oregon Goes to College has a variety of [College/Career Activities/Google Doc Worksheets](#) you may want to consider using in the classroom and turn them into competition/completion activities.

Career and College Readiness Student/Family Events

OSAC/ASPIRE Presentations

Educating students and families about the process to prepare for career and college pathways is an essential part of your ASPIRE program. OSAC/ASPIRE has multiple presentations you can request using the [Outreach Request Form](#) (virtual or in person) OR you can [request the PowerPoint presentation](#) to present the information to your community on your own (training is available from your ASPIRE Access Specialist as needed). Below is the current list of presentations:

- Finding Funds - This presentation provides a general overview of the financial aid process including key terms and concepts, an overview of Oregon Grant programs, and the OSAC Scholarship Application.

- Junior Jumpstart - This presentation provides an overview of career and college readiness information that juniors in high school need to know as they prepare for their senior year (typically presented during 2nd semester)
- Future Forward- Presentation provides an overview of high school success and college readiness information that 8 – 10th grade students need to know.
- Middle School CCR Future Forward – This presentation is designed for parents/caregivers and/or middle school students. It introduces important career and college readiness concepts and prepares students for high school success.
- Options Beyond High School- This presentation provides a general overview of common postsecondary pathways including college, apprenticeships, starting a career, and joining the military.
- Scholarship 101- This presentation provides a comprehensive review of the scholarship process including a detailed explanation of the OSAC Scholarship Application, general scholarship tips, and scholarship search tips.

FAFSA/ORSAA Workshops

Financial aid applications can be intimidating for students and families. Create a few opportunities (evenings, Saturdays, during school drop-in hours, etc.) for families to come and complete their FAFSA/ORSAA application. Have a variety of counselors, staff, college financial aid, The College Place, or OSAC/ASPIRE Staff scheduled to assist. The event agenda can be simple:

1. A short introduction/welcome – introduce ASPIRE Coordinator and ASPIRE program
2. Brief overview of the Financial Aid process
3. Getting started directions – Know what application to complete: OSAC [FAFSA/ORSAA Filter Tool](#)
4. Introduce those individuals assisting – Volunteers, College/University Representatives, Counselors/school staff, etc.
5. Get to work – Have families begin the FAFSA or ORSAA Application

College Application Workshops

Sometimes all it takes is to simply provide time/space for students to come and work on their college applications in the ASPIRE Career & College Center– It doesn't have to be a big deal. Simply offering students regular and consistent opportunities to receive application assistance is important.

Publicize a regular college application workshop that allows students to brainstorm ideas and work on their college applications. Look for ASPIRE Mentors/community members willing to come and assist during this time.

Collaborate with English Classroom Teachers – Talk with your high school English teachers and work together to help students write exceptional narrative essays that can be used for their college and scholarship applications.

AXS Companion for Students and AXS Toolbox for Counselors – [The AXS Companion](#) is a free, open online resource for students that is to be used side-by-side with the [Common App](#) as they work through the application. Each section includes explanatory videos, helpful

tips to write your college essay, a glossary of application terms, and links to resources mentioned in the videos.

[The AXS Toolbox](#) is a free, versatile resource designed to provide resources for counselors, teachers, and career and college educators assisting students through the [Common App](#) journey. The AXS Toolbox provides:

- Customizable Lesson Plans
- Engaging video tutorials
- Interactive Student Worksheets
- And more

College Application Workshop/Seminar series/Classroom Activities

Summer Common App Virtual or In-person Workshop/Seminar – If administrators approve time for you to serve students during summer months, it is nice to offer students a College Application Kick-off Event where they can get started on college applications. Simply providing a space for students to come begin their college applications can be helpful and prevent stressed-out students later in the fall. Encourage students to get in applications early so they will be able to apply for institutional scholarships and have more space/time to work on other scholarship applications ([OSAC Scholarship](#) and others). Another idea would be to send out [AXS Companion](#) information on your school's ASPIRE/College and Career Center social media account (or email families).

Invite a college (or more than one) admissions counselor to host a College

Application Workshop' at your school – Reach out to a local/regional college admissions office and request a staff member to come and host a college application event at your school. Having the "experts" come to you can really reduce the stress of hosting a workshop. Always ASK what the college/university can offer. Many times, schools bring swag and often times colleges offer application fee waivers for their university if students complete the applications at the workshop! Never hurts to ask!

Career and/or College Fair

Preparation for this event is essential.

2-3 months prior to fair:

1. Identify date/time - Work together with your administrator/director to determine whether you will have an in-school or evening/community event
2. Submit site building request after you have verified dates/times
 - a. Make sure date gets onto all school/district calendars to avoid potential overlap in activities
3. Create schedule for the career/college fair
4. Consider partnering with other schools in the area if you are having an in-school event. Colleges especially like to send their reps to events where there are guaranteed contacts. Increasing the number that attends your event will most likely increase your college rep participation.
 - a. Invite other regional schools to join your event – create a schedule

- b. OR consider having an AM/PM schedule where representatives could attend a career/college fair in the morning at one school, then attend another fair the same day with a partner school. This allows reps to come to one region for multiple events. (This type of option will need significant coordination)
- 5. Contact representatives from College/University and/or business/trades/military branches to attend.
 - a. Write an initial email requesting participation/attendance
 - b. In email consider using a Google Form to gather important information:
 - Name, contact information (email/phone), trade/career/college represented
 - i. Google Form can be used to have direct contact information for emails you will send out as the event gets closer
- 6. Consider your Career/College Fair Space
 - a. Will you need to borrow/rent additional tables for the event?
 - b. How will you set up the career/college fair space?
 - c. Are there directional posters you need to create for the event (especially if it's an evening event)?

Prior to Fair (2-3 weeks):

- 1. Create a map of your career/college fair space – identify where colleges//business/trades/military will be setting up
 - a. Print map prior to event so you can give them to representatives (so they will know where to set up) OR consider having tabletop tents/papers to identify where each college/career rep will be setting up
- 2. Send out a more detailed email reminder to representatives who have committed to attend your fair. Include:
 - a. Event details: date, time, location (include address)
 - b. Agenda of event
 - c. Entrance and check-in directions
 - d. Other details (if you will be providing hospitality snacks, etc.)
- 3. Keep reaching out to other career/colleges that have not responded and see if you can get additional representatives to come
- 4. Consider creating a Career/College Day Student Passport (activity for students to complete) See Oregon Goes to College [Career Day Student Passport](#) for inspiration
- 5. Work with your administrator to communicate with teachers, counselors, and school staff about the career/college fair – adjustment to school schedule (if an in-school event), expectations, and encourage staff to build excitement in classes leading up to event.
 - a. Consider pre-career/college fair preparation activities/assignments in an advisory/CCR class
- 6. Identify volunteers to help with the event (staff, ASPIRE mentors, parents/caregivers, community volunteers, etc.)
 - a. Representative Check-in table
 - b. Career/College Fair guides
 - c. Hospitality Team

- d. If you are doing an in-school event – make sure teachers/staff are positioned throughout the fair to “encourage” students to be on task, connecting with representatives, etc.
7. Consider ways to make the event festive – Balloons, posters (have student government help out), raffle for students, etc.

1-5 days prior to fair:

1. Send final reminder to college/business/trade/military representatives committed to attend career/college fair
2. Work with site staff/custodial crew to get things ready for a quick set up
3. Communicate and verify staff/volunteer assignments during event
4. Finalize final preparations: map of tables based on final count of representatives attending, check-in procedure, posters/signage, balloons and festive décor
5. Invite local newspaper to cover the ASPIRE Career/College Event
6. Consider ways to make the event festive – Balloons, posters (have student government help), etc.

Post Event:

1. Celebrate!!!!
2. Take inventory – what went well/what could improve?
3. Send thank you notes
 - a. College/Trades/Business/Military Representatives who attended
 - b. All Volunteers
 - c. Email school staff thanking them for their support
 - d. Special thank you to custodians

CCR Field Trips

Exposure to career and college opportunities is essential for students and CCR field trips are a great way to make a strong impression on how students view career and college opportunities.

College Visits and Industry/Business Field Trips

Identify local or regional colleges/universities OR industry/businesses that offer student tours.

1. Discuss with your administrator which students/groups of students will be able to attend the event:
 - a. Grade level
 - b. Classroom
 - c. Interested students
2. Plan Trip
 - a. Communicate with college/business to determine visit agenda
 - b. Secure travel arrangements (bus/vans, meal needs, etc.)
 - c. Student Permission Forms will be required for travel
 - d. Identify medical needs of students attending
3. GO - Have fun – Learn lots!

Middle School Student Career and/or College Fair

Preparation for this event is essential. A classroom assignment becomes the highlight of a school's career/college fair. Like a traditional science fair, students showcase their final career/college projects and invite parents/caregivers to attend.

Part 1: Career/College Classroom Project

1. Students are assigned to research information about a college/university/trade school OR career of interest. Potentially you could assign both – one project in fall, the other in spring.
 - a. College Information: Location, cost, size, type (public/private), academic programs, cost, scholarships available, Athletics/extracurricular activities, academic support/career services, average class size, etc.
 - b. Career Information: Education required for the job, growth potential, salary/benefits typically offered, job skills needed, etc.
2. Students creatively display information they found on a poster size paper or Tri-fold Project Board
3. Once projects are complete either:
 - a. Have each student present information about the college/career they researched
 - b. Observation and Learning Day – students should walk around and learn from each other's poster/board information and then write a short response on the 1-3 colleges/careers they found interesting and explain why

Part 2: Career/College Student Fair

1. Select date/time for your ASPIRE Student Career/College Fair
2. Consider additional opportunities for family/caregiver Career/college education at your fair:
 - a. Counseling team – opportunity to provide information/resources to family/caregivers
 - b. Invite your HS ASPIRE/Career & College Coordinator to
 - i. Present or put together a high school student panel to answer prepared questions related to career/college planning
 - ii. Have an ASPIRE table to answer questions about the college planning process and/or use ASPIRE Conversation cards with students
 - c. [Embark \(529 Plan\)](#) - Invite to table/or present at your event or request materials to distribute at the event
 - d. Invite community organizations – many banks/credit unions have financial literacy information they like to provide students and families
3. Consider having a raffle with prizes or food at the event

Career/College Readiness Assembly

Consider an opportunity to highlight Career and College Readiness in an All-School Assembly during Career/College Week.

Career/College Week Assembly

1. Kick-off Career/College Week with Assembly
 - a. Showcase School-wide Spirit competitions for the week (if assembly is at the beginning of week) – have students and/or staff dress up to model
 - i. Identify any incentives (raffles, prizes for class period/advisory class participation, etc.)
 - b. Class competition during the Assembly – Be creative. Example: Interview Fashion Show
 - i. Work with student government to have a variety of (pre-selected) representatives from each class “Dress for Success”
 - ii. Contest: Have pre-made job search/resumes/interviews questions to ask “Dress for Success”– Class with the most correct questions wins
 - c. “What I wish I would’ve Known” Alumni Panel – interview alumni (all different ages – some recent grads, some community members who are HS alumna)
 - i. Introductions – Name, grad class year, current career (could be a current college student)
 - ii. Provide questions to panel - variety of funny (to keep students engaged) and serious
 - d. Bring in a career/college guest inspirational speaker

Career/Industry Focused CCR Activities & Events

Career/Industry “ASPIRE Career Café” Presentations

Invite students to come to the ASPIRE Career Center for career presentations and Q & A throughout Career and/or College Week. Career Café sessions usually are between 30-45 minutes (depending on the way you organize your event).

Prior to your event: Consider doing a student survey: Determine what industry/career interests your students have with a survey prior to starting to plan the event. When recruiting potential career presenters, recruit some of the highest careers of interest.

ASPIRE Career Café Ideas:

1. Work with CTE/Classroom teachers to schedule classrooms to come to the Career Café events (career presenters) in your ASPIRE/Career & College Center throughout the week
2. Create lunchtime Career Café opportunities – provide raffle ticket and/or food incentive for attendance and make sure there are students that attend
3. Invite Military Branches to do a Career Café presentations/Q & A (one military branch on each day of the week)
4. Schedule a half-day Career Café Event
 - a. Invite 20-25 career presenters and have students rotate to attend 2-3 career presentations during the scheduled event
 - b. Consider having each student attend at least one educational workshop (Building your Activities Chart, preparing for interviews/mock interview practice, etc.)

Note: Career Café leads attendees to the idea that there will be food. Consider working with your CTE Culinary program (if you have one).

Sample Email to Career Presenters

[Name],

Thank you so much for committing to participate in our ASPIRE Career Café on [date/time]. It's important to give students the opportunity to learn about different career paths as they consider their own futures. As you prepare for the ASPIRE Career Café event, we ask that you begin by answering the questions below in your [note the amount of time] presentation:

- 1. Name of Career and range of potential salary*
- 2. Education needed for your career*
- 3. Day to day job requirements*
- 4. Your pathway – how did you prepare for your current career*
- 5. What you most like about your career*
- 6. What are the difficult parts of the job*

We also would like to encourage you to consider bringing visual displays, hands-on materials, or pictures to share with students. The more they can visualize you in your career the better!

Please reach out if you have any questions,

Sincerely,

[Name], ASPIRE Coordinator

Consider offering students attending Career Café a list of questions they can ask presenters:

1. What classes or courses should/could I take to prepare for this career?
2. What were your favorite classes in Middle School/High School?
3. Does your job change often? If so, is additional training needed?
4. Can your job be done remotely/not at an office, etc.?
5. How is your work-life balance?
6. What is the most challenging part of your job?
7. What is the most satisfying part of your job?
8. What did you think you were going to do in life when you were our age?

Resume Workshop

In class/advisory or during a career workshop help students build their resume. There are several resources that can help you prepare:

1. Oregon Employment Department Careers Publication – an annual publication. ORDER copies for your students [HERE](#)
 - a. [Careers Publication](#) (click on Dropdown that says “Careers”) – to review PDF of Careers publication and Activity Guide (pre-planned lessons)
2. My Future – [Creating your Resume](#)

3. Consider your school staff – Counselors, business teachers, etc. Who could help you with a resume workshop?
4. Consider outside organizations who may be willing to assist with Resume workshops. Example: [Goodwill Oregon – JobConnection/Training & Development](#) has partnered with Salem-Keizer school district to offer resume workshops in preparation for a job fair.

Mock Interviews

Students benefit when they practice their communication and interview skills. Creating the opportunity for mock interviews in the classroom or with community mock interview events gives students the preparation they will need for their future real-life interviews.

Classroom Activities

1. Peer Interviews – Pair students together to interview each other. First experience, you may just encourage students to ask questions about interests and hobbies. As students become more comfortable communicating, you may provide specific mock interview questions for students to practice.
2. Teacher-Student Interview – Teacher acts as an employer and interviews students to prepare for community mock interviews
3. Informational interview Activity Assignment – Have student consider a career they are interested in. Have the student create a list of important questions they would like to ask someone in that career.

Notes: Communication and mock interview opportunities can create stress and anxiety. Do your best to provide clear instructions/guidelines, encourage active participation and engagement during activities, provide constructive feedback and time for reflection (How did it go? What could have I done better?)

Community Mock Interview Event

1. Discuss with your administrator which students/groups of students will participate in mock interview event:
 - a. Grade level
 - b. Classroom
 - c. Event model - Interested students register/attend
2. Plan Event
 - a. Identify date/time for Mock Interviews
 - b. Determine Schedule
 - c. Consider number of volunteers needed to do mock interviews
3. Prepare for Event
 - a. Have students create resume (see Resume Workshop) to bring to interview
 - b. Create/print a list of sample questions mock interviewers can ask students (as a guide – it's alright if they use their own questions)
 - c. Create a Mock Interview form for Students to pre-complete (includes their name/class/student ID #, Interview rating, comments section)
 - d. Consider hospitality (drinks/snacks for interviewers)
4. Recruit Mock Interview Volunteers – Examples, but not limited to:
 - a. Administrators
 - b. Staff/Counselors

- c. ASPIRE Mentors
 - d. Chamber of Commerce Businesses
 - e. Civic Organizations (Rotary, Lions, Elks, Kiwanis, etc)
 - f. Faith Community Leaders (youth leaders, Young Life leaders, etc)
 - g. Nonprofit Organizations
 - h. School Alumni
 - i. Regional College/University Staff
- 5. Communicate with potential mock interviewers via email and have them register via a Google Form to participate as a mock interviewer
 - a. Follow-up email/communication should be given multiple times leading up to event to thank them for their commitment and serve as a reminder to attend and assist with mock interviews. (1 month, 2 weeks, day or two before event)
- 6. Mock interview Event Day
 - a. Have a check-in table for Interviewers
 - b. Set up volunteer hospitality table and provide instructions to table hosts
 - c. When Mock Interviewers arrive provide them with:
 - i. List of Sample Questions list
 - ii. Welcome document with mock interview directions (include length of interview, location of interviews, time they will interview, etc.)
 - iii. Encourage them to visit hospitality table (if you have one)
 - iv. Upon finishing event – have interviewer complete a short feedback Google Form – providing them an opportunity to rate the event and share comments
- 7. Post Mock Interview Event
 - a. Celebrate!!!!
 - b. Take inventory – what went well/what could improve?
 - c. Send thank you notes
 - i. Mock interviewers
 - ii. All Volunteers
 - iii. Email school staff thanking them for their support – if your event was a part of the school day and affected student/staff schedules
 - iv. Special thank you to custodians – if they helped with facility coordination/set up/take down

Sample Mock Interview Form



Mock Interview Evaluation Form

Student Name:

	Excellent	Above Average	Average	Opportunity for Growth
Greeting and introduction				
Enthusiasm and confidence				
Ability to state goals				
Gives complete and concise answers				
Posture and eye contact				
Asks meaningful questions				
Closing (thank you, handshake)				
Resume				
Overall impression				

Interview Notes and Comments:

Sample Mock Interview Questions/Best Practices

Please use these questions as a guide. Feel free to add any of your own questions and adjust to each individual interview. There is no particular order in which questions are asked.

- a. Tell me about yourself (family, hobbies, where you live, summer activities, etc.)
- b. Tell me about the activities you are involved in at school. What are your favorites? Why?
- c. What are two outstanding qualities you possess?
- d. What are some areas for personal growth?
- e. What type of careers have you thought about for yourself? What draws you to these types of careers?
- f. What are your current thoughts or plans for life after high school?
- g. What are your favorite classes in school? Why?
- h. Describe an accomplishment/award/or goal you have achieved and share why it is important to you.
- i. Do you have any work experience? If so, please share about this experience. What are the biggest lessons or takeaways?
- j. What characteristics or skills do you have that you feel would be beneficial in your career?
- k. Who has been the most influential person in your life thus far, and why?

Best practices for evaluating high school students and mock interviews

- **Be Specific and Constructive:** Provide detailed feedback on the students' strengths and areas for improvement. Offer specific examples from the interview to illustrate your points.
- **Use Clear and Simple Language:** Write comments in a way that is easy for high school students to understand. Avoid jargon or overly technical terms.
- **Balance Positives and Areas for Improvement:** Ensure your feedback highlights both what the student did well and what they can work on. This helps build confidence while also guiding improvement.
- **Be Objective and Fair:** Base your evaluation on observable behaviors and responses during the interview. Avoid letting personal biases influence your assessment.
- **Encourage Growth:** Frame your feedback in a way that motivates the student to improve. Highlight that skills can be developed with practice and effort.
- **Provide Actionable Suggestions:** Offer clear, practical advice on how the student can improve specific skills. For example, if they need to work on answering questions more concisely, suggest practicing with a timer.
- **Be Supportive and Positive:** Remember that the goal is to help students learn and grow. Ensure your comments are supportive and encouraging.

Living History Day (Military Veteran/Service Recognition)

An opportunity to acknowledge careers in the military, Living History Day can be a school-wide event or smaller classroom or ASPIRE/Career and College Center. Usually scheduled close to Veteran's Day (November) or Memorial Day (May), a Living History Day event

provides opportunities for students/staff to recognize and honor veterans, those serving in the military, while acknowledging this career pathway for students.

Assembly – Invite local/regional veterans to be honored during the assembly. Ideas for the assembly include:

1. Presentation of the Colors (flag ceremony)
2. Special Speaker (staff or veteran)
3. Ask Band to play Military “Armed Forces Medley” – As the song plays, ask audience (veterans, students, and staff) to stand if either they have served, or family serves in each branch
4. Recognize staff/teachers serving in National Guard/Reserves and those with previous service
5. Introduce Military Reps from each branch – and upcoming ASPIRE Career Café Event dates

ASPIRE/Career and College Center Living History Day Event(s) - Invite Military Reps to present – Career Café Events

1. ASPIRE Coordinator schedules individual Café Events for the week after Living History Day (while fresh in the mind of students)
 - a. Invite students to attend/sign up
2. The day of the Career Café Event – allow military branch reps and/or veterans to have a table during lunches to share information and their experiences

Classroom Living History Day Event

1. Have teachers interested in having a veteran share their story sign up with ASPIRE Coordinator
2. Match volunteer veterans to classrooms to present/share their experiences in the military
3. Have student government, Honor Society, JROTC program, Civics club, etc. have a welcome center where veterans can be welcomed, and student guides can take them to classrooms for presentations.