Career Day Fact Sheet

Career Day

A Career Day[1] is a highly-structured Career Awareness activity in which business partners from a variety of companies come together at a school or online to share information about their company, their job, and the education and skills that are required for success in their career.

Designed to meet specific learning objectives, a Career Day helps students connect what they're learning in school with the workplace. They listen to speakers or navigate the event independently, seeking information about the industry and the career options it provides. They also learn about the education required for entry into the industry and participating business's role in the local economy.

Career Days are designed to:

- Expose students to a variety of careers and jobs by connecting them with business partners.
- Provide a realistic picture of the workplace.
- Help students make the connection between school and the workplace.
- Inform career planning.

Career Days are structured to:

- Allow students to listen, receive information and ask questions.
- Enable students to begin identifying areas of career interest.
- Elevate students' comfort level in interacting with adult professionals and demonstrate their communication skills.

Career Days are supported by:

- Classroom preparation, including research on the industry and participating businesses.
- Employer orientation and support.
- Opportunities to reflect upon the experience verbally and in writing.

Career Days are connected to:

- Individual career development/training plans.
- Future work-based learning activities.
- The student's next steps.

Career Day Formats

Presentation Only: Two, 40-minute panel sessions with 30 to 40 students participating in each session.

Presentation and Small Groups One, 40-minute panel session with 80-100 students, followed by small groups for follow up and an interactive activity.

Networking Booths Career Day booth format where students visit booths staffed by employers and network.

Speaker Series Guest speaker series where industry representatives rotate and visit different classrooms.

Online Virtual: An interactive – online career day where employers visit a classroom virtually.

Virtual Speaker Series: Guest Speaker series where industry representatives rotate through a virtual classroom over the day.

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[1] Career Days are recognized as a "ZERO HOUR" Supporting WBL activity by NYC Public Schools.

Career Days are one activity in the continuum of authentic work-based experiences provided to all students engaged in career-related programs or course of study in NYC Public Schools.

Career Day Support Materials

Checklists, Tip Sheets and Fact Sheets:
- Coordinator Career Day Checklist
- Student Career Day Checklist
- Teacher Career Day Tip Sheet
- Employer Career Day Tip Sheet
- Employer Career Day Fact Sheet
- Virtual Career Day Options Sheet

Required Forms and Documents
- WBL Travel and Media Consent Form
- Employability Skills Profile

Implementation Tools:
- Career Day Student Preparation Activity (for students)
- Career Day Student Reflection
- Preparing Students for a Career Day (for teachers)

Tips for Success

Effective Career Days include structured activity before, during and after the experience. Pay attention to these tips to ensure meaningful experiences that result in enriched learning.

- Engage in proper planning and preparation.
- Address safety, legal and logistical details, including online platforms and connectivity.
- Communicate with all parties.
- Maximize learning potential.
- Focus on building awareness.
- Connect to the classroom.
- Provide support for students and supervisors.
- Promote student reflection.

Sustaining and growing Career Days and all other work-based learning activities depend on maintaining positive relationships with the participating employers. These employers should be treated as valued customers and partners with frequent check-ins to address participation needs as they arise.