

Work-Based Learning Toolkit

Student Career Day Checklist

On Career Day, you'll get the chance to learn more about careers that interest you and put careers you haven't yet heard of on your radar. You'll get to ask questions, practice professional behavior and become more comfortable communicating with professionals.

Have you done all you can to prepare for career day?

- Ensure you complete and have the necessary forms signed, then promptly submit them.
- Acquire the list of attending companies and dedicate time to researching their endeavors.
- Craft a minimum of three insightful questions you intend to ask the employers.
- Hone your elevator pitch, introducing yourself by name and grade. Convey your program involvement, aspirations, and relevant accomplishments to leave a positive impression.
- If the event is conducted online, participate in a practice session to familiarize yourself with the technology and learn how to effectively engage with questions.

Are you Ready for Career Day?

- Completed and submitted your required forms?
- Chosen an appropriate outfit?
- Explored information about the participating companies?
- Formulated thoughtful questions to ask?
- Refined your resume?
- Mastered your introductory pitch?
- If the event is online, have you conducted a trial run?
- Considered how you'll share your experience on social media? (Remember to capture photos!)

Have you thought about what you can do to make career day a big success?

- Dress with professionalism, treating the day as a job interview. Make a strong initial impression that might pave the way for future opportunities like summer jobs or internships. Make a point to request business cards or connect on LinkedIn for possible follow-ups, which could be valuable even with initially fewer exciting employers.
- Utilize any available opportunities to gather more insights about the companies. Engage by posing prepared questions or spontaneous ones that arise. Express enthusiasm, as a lack of energy can be misconstrued as disinterest. Stay attentive during discussions. Can you envision yourself thriving in that environment?
- If you haven't yet developed a resume, consider crafting one. Bring copies to Career Day, enabling you to provide them to any prospective employer who captures your interest.

When career day is over, how will you keep moving your career forward?

- Engage in post-event contemplation. Engage classmates and educators in conversations about the event. Assess your interest in pursuing careers related to the represented industries. Identify the specific roles that intrigue you and strategize how to delve deeper into their details.
- Update your Employability Skills Profile, considering your next steps to propel your career aspirations forward.
- Extend gratitude by sending follow-up emails to each employer. Express appreciation for their time and if interested in their industry, express your enthusiasm and inquire about potential next steps.

Work-Based Learning Toolkit

- Complete any provided evaluation forms, offering candid feedback that can enhance future Career Days.
- Share your experience on social media, potentially crafting a blog post or post-event update to inform peers about the event and your insights gained.

