

## Tips for Career Day Speakers

Things to include in your presentation:

- A brief history/background of yourself that led to your current career or job
- Description and responsibilities of your career/occupation
- Education/training required – (please emphasize the importance of life-long learning)
- Skills needed, i.e. good communication skills, hand-eye coordination, etc.
- Positive and negative aspects of your career/occupation (e.g., you like working outdoors)
- Salary range/pay (and benefits, as applicable)
- Any extracurricular activities in school and how they may have helped you
- Time for Q & A

Questions you might get from students:

- What are the major duties/responsibilities of your job?
- What character traits/work habit do you or your employer expect an employee to have?
- What training/education is required for this job?
- What other jobs/people depend on your job getting done?
- What are the “normal” hours of your job? If there is overtime, how much/often?
- What types of demand (physical, mental, emotional) or hazards, if any, are involved in your job?
- What specific types of tools, equipment, and/or technology do you use on a regular basis?
- What led you to this job/career? If you have/had a role model or mentor, please tell me about them.
- What do you like most about your job? The least?
- What courses in middle/high school would help a student prepare for your job/career?
- What extra-curricular activities, volunteer work, and/or part-time job might help someone prepare for your job?
- What changes, positive and/or negative, have taken place in your job/career recently or since you started?
- How much have these changes affected you and/or your career?
- What do you think your job/career will be like in ten years?
- What is the employment outlook for this field of work and/or how difficult is it to find your type of job?
- What other occupations are related to your job/career?
- What advice would you give a student who is considering your type of job/career?

Remember that middle school students respond well to hands-on, interactive, show-and-tell type information and presentations. Show them equipment you use, safety gear you wear, and examples of problems you try to solve.

*Our thanks to Tom Markle, longtime Career Day coordinator at Walnut Springs Middle School in Westerville, for these tips.*