



A Program of Center for Companies That Care

Mentor Training for...  
**Cultural Event (January 30<sup>th</sup> )**  
**& Career Fair (Feb 20<sup>th</sup>)**



# Agenda

- Recap:
  - Mentor Satisfaction Survey – Speak to Rachael directly!
  - Work Readiness Workshop/Alumni Event
  
- Cultural Event – Cathy Rigby is Peter Pan!
  
- Career Fair
  
- Upcoming Dates
  - Freshman Kickoff
  - Job Shadowing
    - Mentor Training: February 15<sup>th</sup>
    - Event: March 14<sup>th</sup>



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# Mentoring Study with DePaul University

- Exciting study looking at factors that impact positive outcomes for mentors
- Data will benefit AIM High and other mentoring programs
- Will help me complete my Masters!
  - <http://tinyurl.com/understandingmentors>
  - **We need your help! Please complete the survey ASAP, and encourage your team members to do the same.**
  - If not enough mentors complete the survey, we will be unable to say anything about the data!



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January 30<sup>nd</sup> Cultural Event

Dinner + Cathy Rigby is Peter  
Pan



## Why a Cultural Event?

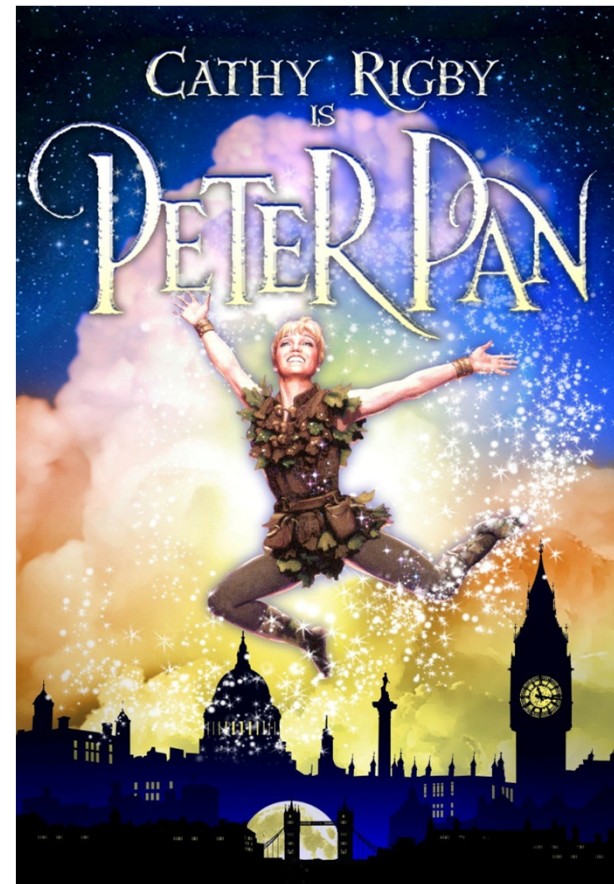
- Supports the **Cultural Awareness** Pillar
  - Exposing students to experiences more typical for middle-class children
  - Intended to minimize the “fish out of water” landmine in college
- Fun time with mentors





## Cultural Event- January 30th

- **Cadillac Palace Theatre**
- 151 West Randolph Street,  
Chicago, IL 60602 Thursday,  
February 2nd
  - **5:30pm:** Welcome & Brief  
Educational Intro
  - **5:30pm-6:45pm** Dinner
  - **7:30pm:** Showtime
  - **Show ends at 9:45PM**  
Students depart for their school





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# CATHY RIGBY IS PETER PAN

*Broadway in Chicago*

Free to all AIM High Students + one Mentor.

Additional Mentors welcome for an additional cost of **\$75** for both dinner and the play. Mentors who wish to come to the play only will have a cost of **\$45**. Mentors who wish to go to dinner only will have a cost of **\$30**.

Event begins at 5:30pm for dinner + Bella Bacciano's ( 75 East Wacker Dr.) and will wrap up by 10:00pm!

The show will be at Cadillac Palace Theatre , and begin at 7:30pm  
151 West Randolph Street, Chicago, IL 60602



## Getting There

- Dinner: Bella Bacinis
  - **75 East Wacker Dr. Chicago, IL, 60601**
  - Leaving for the theatre at 7 pm
  
- Cadillac Palace Theatre
  - **151 West Randolph Street, Chicago, IL 60602**
  
- The theatre is located 1 block south and 1 block west of the Clark/Lake CTA station
- The closest parking is available at **Self Park** for about \$15
  - **210 N. Wells St., Chicago, IL 60606**





## Getting There

- Students from (Westinghouse, Urban Prep-Bronzeville, CTDHS, North Lawndale College Prep) will be transported via buses arranged by their school liaisons.
- Students from UCW and UPW will also be arriving via bus arranged by CTC, but chaperoned by parents. If we are unable to secure a chaperone for this bus by **Monday, January 29 the bus will be cancelled**
  - Mentors can chaperone this bus if they'd like



## Registration

- Registering online by the deadline is **critical** to ensure all tickets paid for are used
- One mentor per team is guaranteed a ticket.
- Additional mentors are welcome; extra tickets may be purchased for \$45/person for the show only, \$30/person for dinner only, or \$75/person for both.
- Please be sure to register online **NO LATER THAN JANUARY 28th** to ensure you can accompany your student.
- Registration is open now at <http://www.events.org/cPage.aspx?e=53473>. Link is also included in the MMAHM.



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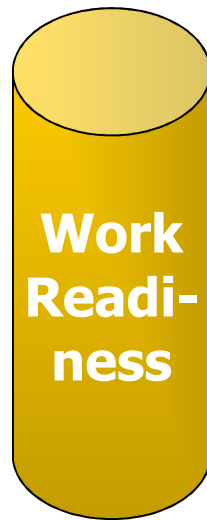
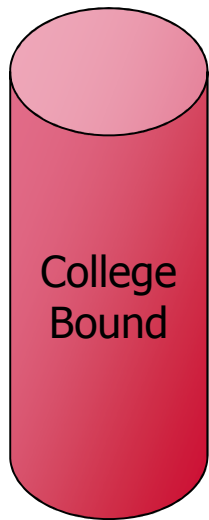
**Career Fair**

February 20<sup>th</sup>



## Why a Career Fair?

- Supports **Work Readiness and Goal Setting** Pillars
  - Expose students to a wide variety of careers
  - Understand the steps to the career of choice
  - Practice communication and interviewing skills





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## Career Fair - February 20th

**Where:** Chicago Cultural Center, 78 E. Washington St.

- Preston Bradley Hall

Near corner of Washington and Michigan Avenue

**When:** February 20<sup>th</sup>, 5:00 PM-8:00 PM

**Who:**

- 100+ Mentors (ideally two per team, at least)
  - One will be "student partner"; one will be Career Rep
- 150 Students
- 100 Outside Career Representatives
- Keynote Panel: Directors of Career Services from local colleges
  - What are some up and coming careers?
  - What can high school students do now to prepare?
  - Most common mistakes made in high school/early college?

Mentors, any other questions you think should be asked to the panel please chat them to Lauren!



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## Post Career Fair Networking Event

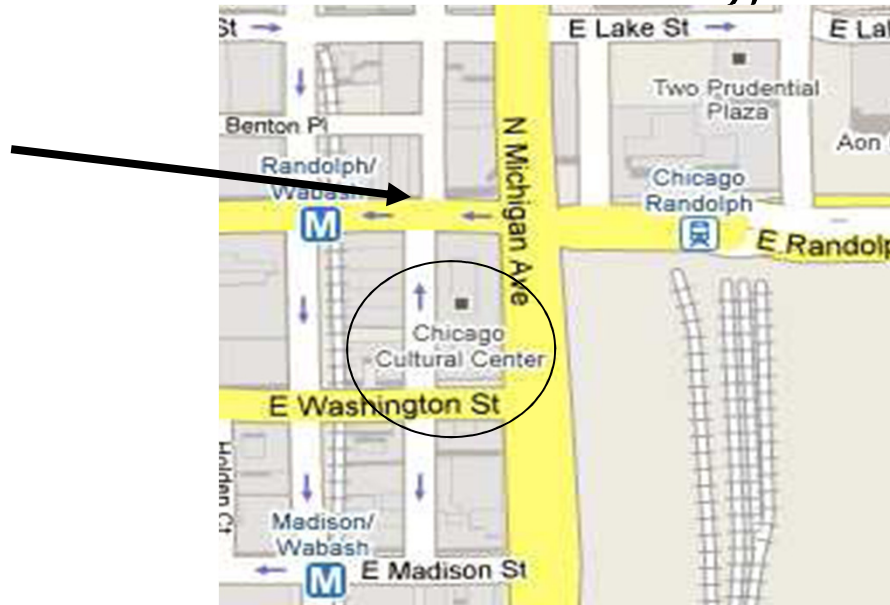
- As a thank you to you and the Career Rep volunteers we are hosting a networking event post-career fair at Bennigan's!
  - 150 S Michigan Ave, Chicago, IL 60603
  - 5 minute walk from the Chicago Cultural Center
- We will be distributing vouchers at the Career Fair for a free drink - open to mentors and career reps
- Registration for this is now open-same link used to register as a Career Rep or Student Partner
- Please join us to meet other mentors and Chicagoland professionals!



## Parking + Directions

- Short cab from Ogilvie and Union Station Metra stops
- Right off Randolph/Wabash brown line stop and State/Lake Red Line stop.
- Parking available at 60 E. Randolph (btw Michigan and Wabash on North side of Street), about \$14.

Parking  
Garage





# Agenda for Career Fair

Mentors, Students, Career Reps Arrive

Keynote Panel

Student/Mentor Planning Time w/ Student Resource Packet

Meet with Career Representatives

Time out for Feedback

Meet with Career Representatives again

Closing Remarks, Evaluations (7:30PM)

America's Next Top Intern Awards!

\*Post Career Fair Networking





## How it works...

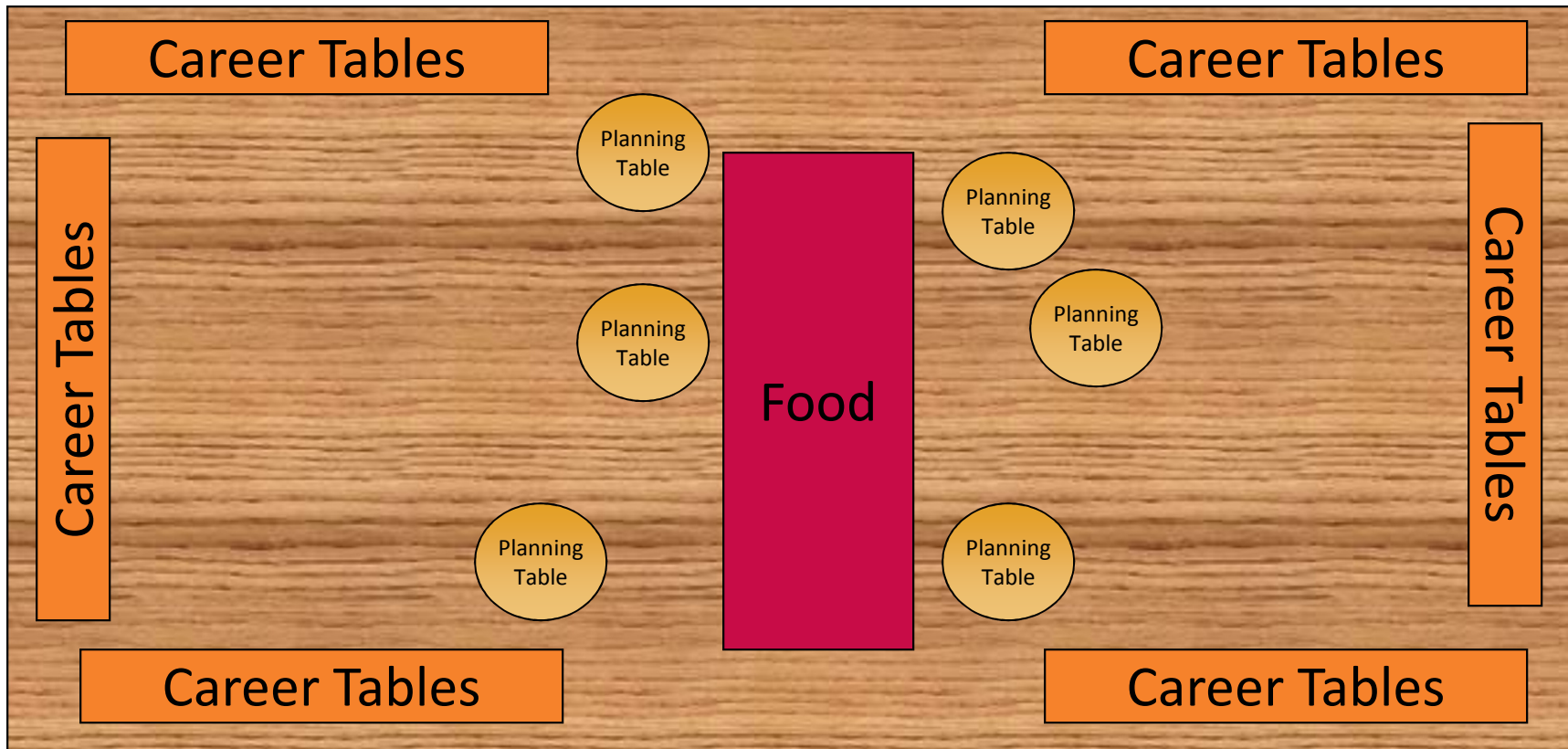
- Career Representatives (*mentors*)
- Outside Career Representatives (*non-mentors*)
- Student Partners (*mentors*)

Please ensure each student has a student partner. Additional mentors can be Student Partners or Career Representatives. If mentors want to switch off and do both, please make a note of this in your registrations.





# Room Layout



\*Career Tables organized by industry/career field, not by company



## Role of Career Representative

- Describe what you do in your position
  - Tasks
  - Skills/competencies required
- Describe what you like/don't like about your career
- Describe your educational path to your position
  - What college did you go to?
  - What you majored in in college?
  - How college coursework relates to your position?
  - Why you chose the college you went to?
  - How the general college experience relates to your career and position?
- Describe your career path to your position
  - First job out of school
  - Next jobs
  - Type of position you'd like to do next
- Describe options for finding a position like yours
  - Why you chose the company you're with
- **What To Bring**
  - Job descriptions (multiple copies)
  - Resumes, if you'd like
  - Business cards
  - Company/Department Brochures
  - No Banners please (booths are organized by career field, not company)
  - **Most importantly, bring your unique story !**



## America's Next Top Intern

- Each Career Representative will be asked to vote on the next top intern based on students' professional behavior during the fair.
- Representatives will be given a list of all attending students to cast their vote.

# America's Next Top Intern

**Directions:** Today, you have the opportunity to interview up to nearly 50 smart, hard-working, and talented students who are competing to become America's Next Top Intern. Following their brief conversations with you today, these 50 candidates will be reduced to five (5) who will then be invited for *imaginary* second interviews. Please help us decide who to invite for second interviews by **circling the names of the three (3) students who made the most positive first impression on you and who you think deserve to continue in their quest to be America's Next Top Intern.** Feel free to make notes on this page, scrap paper or the business cards the students may give you, but be sure to clearly mark your Top 3 on this paper. **A staff member will collect this sheet near the end of the fair.**



## Role of Student Partner

- Discuss student's career interests
- Plan approach to Career Fair with student
- Complete Student Resource Packet w/ your mentee
- Generate questions to discuss with Career Representatives
  - Examples
    - What do you do during a typical day?
    - What kinds of things do you need to like doing in order to enjoy this career?
    - What's your favorite part of your job?
    - What do people who want to do this job major in in college?
    - How did you know that this was the career you wanted?
    - What other types of careers are in this field?
    - What other jobs did you do in your career?
    - How did a college degree influence where you are today?
- Guide student in his/her communication with career representative
- Debrief Career Fair with student
  - What did you learn that you didn't know before?
  - Which careers interested you?
  - Preliminary thoughts about an internship?
- Respond to student's questions
- Ensure student fills out evaluation



# Student Evaluation

- Each Student Partner will be asked to evaluate their mentee's professional behavior halfway through the fair.



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## Assessment of Student's Professional Behavior

**Student-Partners:** As you travel around with your student, please observe how your student interacts with the Career Representatives ("potential employers"). At the end of the Career Fair, please complete this evaluation about your student's performance to give him or her some feedback for future professional interactions. Discuss it with him/her also using as many specific examples as possible.



Professional Behavior	Poor	Excellent	Comments
Is your student dressed appropriately?	1 2 3 4 5		
<b>Did your student make a proper introduction including:</b>			
• Firm handshake	1 2 3 4 5		
• Smile	1 2 3 4 5		
• Introducing Themselves	1 2 3 4 5		
• Sufficiently Loud Volume	1 2 3 4 5		
• Eye Contact (throughout conversation)	1 2 3 4 5		
• Overall Deportment	1 2 3 4 5		
<b>Did your student:</b>			
• Seem confident?	1 2 3 4 5		
• Act engaged?	1 2 3 4 5		
• Respond appropriately to advice	1 2 3 4 5		



# AIM High Students' Career Interests

- Art
- Accounting
- Acting
- Business
- Child Care
- Company Owner
- Computer Engineer
- Computer Repair
- Construction
- Electrical Engineer
- Fashion Designer
- Graphic Design
- Health Care
- Hematology
- Investment Banker
- Journalism
- Law
- Law Enforcement
- Management
- Marketing
- Marine Biology
- Mechanical Engineer
- Modeling
- Music
- Navy
- Neurosurgeon
- Non-Profit
- Pediatrician
- Politics
- Real Estate
- Restaurants
- Sports
- Science
- Singer
- Teaching
- Technology
- Writing



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## Your Team's Responsibilities

- Organize with your team to decide who will be behind the booths (career reps) and who will accompany your student at the fair (student partners).
- **Registration** to be either a "Career Representative" or "Student Partner" is currently available. If you plan to switch off and do both roles, please make a note of this in your registrations.
- **Please help us recruit Outside Career Reps!**
  - Friends, Colleagues, Clients, Spouses...
    - Easy, one time volunteer opportunity!
  - **Access to sample invitations to invite career reps will be available on the mentor login page, and will be included in the MMAHM**
  - **Send a chat to Lauren now if you have someone in mind**





## Mentor Feedback

- What careers are your students interested in?
- In your opinion, what are some uncommon fields/career opportunities that would be valuable for students to be exposed to?
- You can also visit this link to see the WTTW segment that was filmed about AIM High during the 2011 Career Fair!
  - <http://www.companies-that-care.org/blog-a-news/media/290-aim-high-featured-on-wttw-chicago-tonight>



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# Looking Ahead

Job Shadowing  
March to College



## Job Shadowing

- March 14<sup>th</sup>
- Students spend a day with you at work, except juniors
- You plan the day; we'll help!
- Training is on February 15<sup>th</sup> at noon



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## Recap on last week's training

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# 5K MARCH TO COLLEGE

To Benefit the AIM High Program  
of Center for Companies That Care

- A timed 5K walk/run in Grant Park
- Thursday, May 16<sup>th</sup>
  - Race begins at 5:30pm
  - College Fair & Entertainment begins at 4:00pm
- **Registration Fees**
  - \$35 registration fee for adults
  - \$10 for students
  - \$25 for families (2 children + one adult)
- **Goals**
  - \$1000 per AIM High student
    - \$100 shopping trip for those that meet goal
  - Financial: \$100,000
  - Walkers: 1200



## Next Steps

- Meet as a Team to Plan Fundraising Strategy
- Choose an Internal March to College Chair(s)
- By **February 8<sup>th</sup>**, submit Fundraising Plan form
  - Goal
  - Plan
  - Names of Chairs
  - Choose Customized Donation Link (Company or Student)
- **March 15<sup>th</sup>** Follow Up Conference Call (Fundraising Progress)
- Read MMAHM for updates

PowerPoint from last week is available in the Resource section of the website, and will have a link in the MMAHM

**Fundraising deadline is April 30th**



## Questions?

- Questions about anything...
  
- Career Fair
  - Syndhia Javier
    - [Syndhiajavier@companies-that-care.org](mailto:Syndhiajavier@companies-that-care.org)
  
- Cultural Event
  - Max Frazier
    - [Maxfrazier@companies-that-care.org](mailto:Maxfrazier@companies-that-care.org)
  
- Slides will be posted on the Mentor Website shortly
  - Click mentor login at top of Companies That Care homepage ([www.companies-that-care.org](http://www.companies-that-care.org))
  - Username: mentor
  - Password: graduate