



A Program of Center for Companies That Care

Mentor Training for...

Career Fair (Feb 18th)



Today's Agenda

New "Expert" Segment, led by Marv Hoffman, PhD

Career Fair

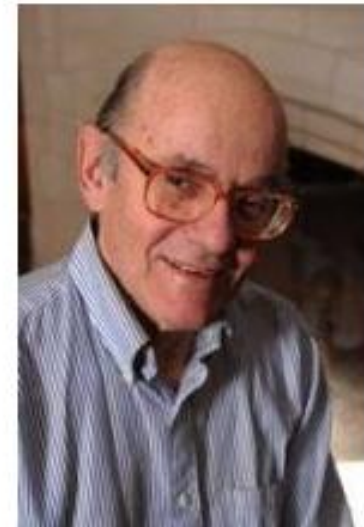
Looking Ahead

- New Mentor Orientation
- Job Shadowing – March 20th
- March to College – May 8th



New “Expert” Segment

- Dr. Marvin Hoffman
- Recently retired University of Chicago professor
 - UTEP
 - Expert in urban schools, families and communities
- Vision behind structure of AIM High
- Currently working with AIM High college students





Recent Relevant Data

- Brookings Institute –
 - There are four major federal programs that attempt to better prepare disadvantaged students for success in college. These include Upward Bound, Upward Bound Math-Science, Talent Search, and Gear Up. ...there are hints in some of the programs about what could make a difference: summer programs, mentoring, tutoring, parent involvement, and similar activities have sometimes been associated with higher college enrollment. These may be the threads from which we can begin to weave together a new kind of intervention program.
- NYTimes – what drives success?
 - Link between (lack of) impulse control and abandonment during childhood
- UEI – value of intensive tutoring and social support



2013-2014 AIM High Schools

- Urban Prep – Englewood
- Urban Prep – Bronzeville
- CTD
- NLCP
- Westinghouse
- Lindblom
- Quest
- Ellison



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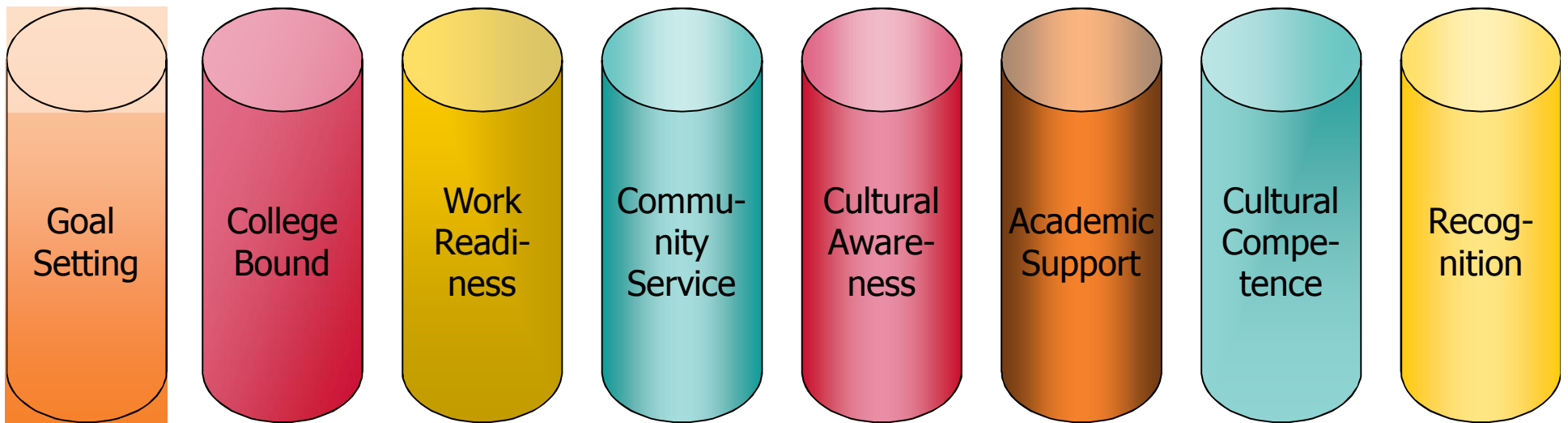
Career Fair

February 18th



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





Career Fair- February 18th

Where: Chicago Cultural Center
Preston Bradley Hall
78 E. Washington St.

Near corner of Washington and Michigan Avenue

When: February 18th, 5:00PM-8:00PM

Who:

- 150+ Mentors (ideally two per team, at least)
 - One will be "student partner"; one will be Career Rep
- All Students
- Outside Career Representatives
- Speaker panel



Parking + Directions

- Short cab from Ogilvie and Union Station Metra stops
- Right off Randolph/Wabash Loop 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*

College Update from Seniors

Speaker 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!



Ginny Clarke, Keynote

- President & CEO of Talent Optimization Partners,
- will speak with students about her career and personal journey to become an expert in talent and career management, diversity recruiting and executive coaching.
- <http://mycareermapping.com/>

Bonus Training at 4:00pm

- “Ginny delivers expert guidance from her own inspiring journey, offers valuable insights into employers, as well as lessons from her experience as a top level executive recruiter with one of the leading global search firms.”
- Her advice resonates to all professional levels
 - just starting out (“Entry Level”),
 - climbing the corporate ladder (“Mid or Executive Levels”),
 - launching a new business or returning to the workforce (“Detour”), or
 - anticipating retirement (“Encore”)
- All mentors and Career Reps are welcome to attend
- No charge



How it works...

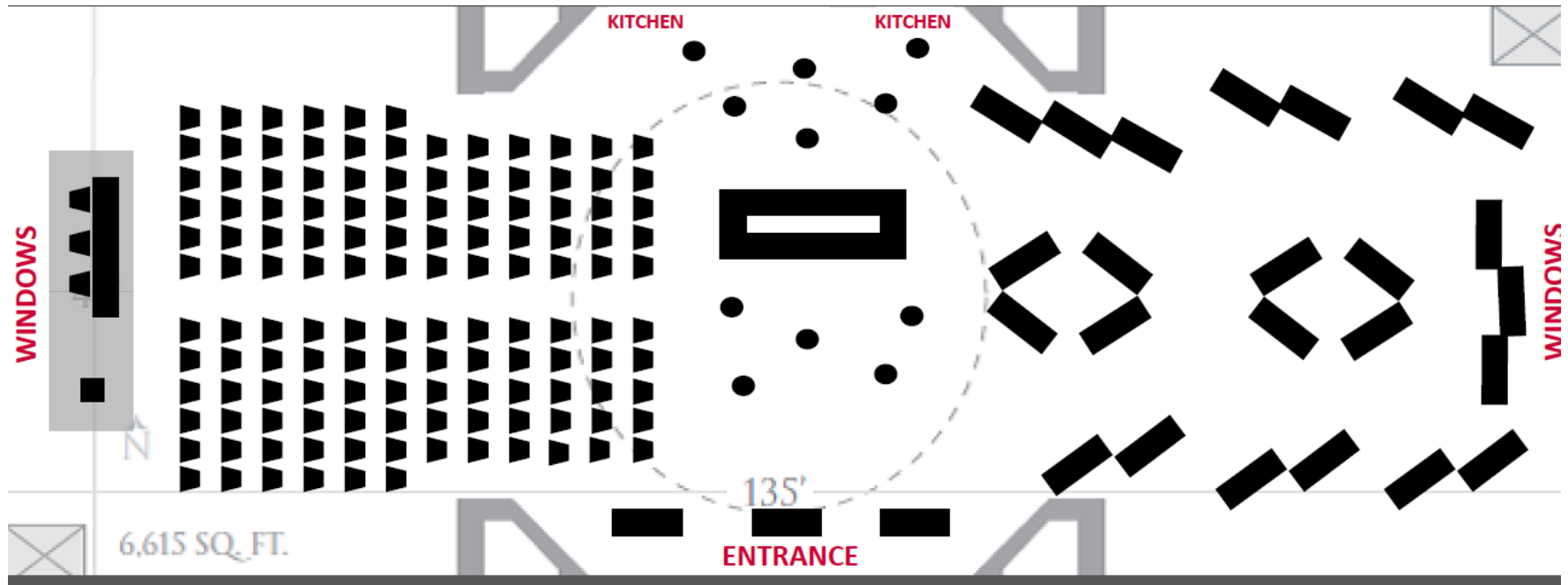
- Career Representatives (*mentors*)
- Outside Career Representatives (*non-mentors*)
- Student Partners (*mentors*)

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 let us know ahead of time.





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
 - Business cards
 - Promo items
 - Company/Department Brochures
 - No Banners please (booths are organized by career field, not company)



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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 career 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 nearly 80 smart, hard-working, and talented students who are competing to become *America's Next Top Intern*. Please help us decide who to invite for second interviews by **circling the names of the 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*. We will be narrowing down your votes to select the top 5 candidates who will then be invited for *imaginary* second interviews. If you find that a student's name is not on the list, please add it at the bottom. 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 do people do who like the same things you do?
 - 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; give feedback throughout
- 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.

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		
Did your student make a proper introduction including:			
• 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		
Did your student:			
• 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
- Company Owner
- Computer Engineer
- Computer Repair
- Construction
- Electrical Engineer
- Entrepreneurship
- Fashion Designer
- Graphic Design
- Health Care
- Journalism
- Law
- Law Enforcement
- Management
- Marketing
- Marine Biology
- Mechanical Engineer
- Modeling
- Music
- Neurosurgeon
- Pediatrician
- Politics
- Real Estate
- Sports
- Singer
- Teaching
- Technology
- Writing



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" will be available online. **The deadline for registration is February 8.** Don't lose points! If you want to switch off between being a career rep and being a student partner, please let us know ahead of time.
- **Please help us recruit Outside Career Reps!**
 - Friends, Colleagues, Clients, Spouses...
 - **We can send you a sample invitation to use**
 - **Send a chat to Danielle 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?



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Looking Ahead

Job Shadowing
March to College



Job Shadowing

- March 20th
- Students spend a day with you at work
- Juniors come to Companies That Care office to do DiSC personality assessment
- You plan the day - we'll help!
- Training is on February 27th at noon



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5K MARCH TO COLLEGE

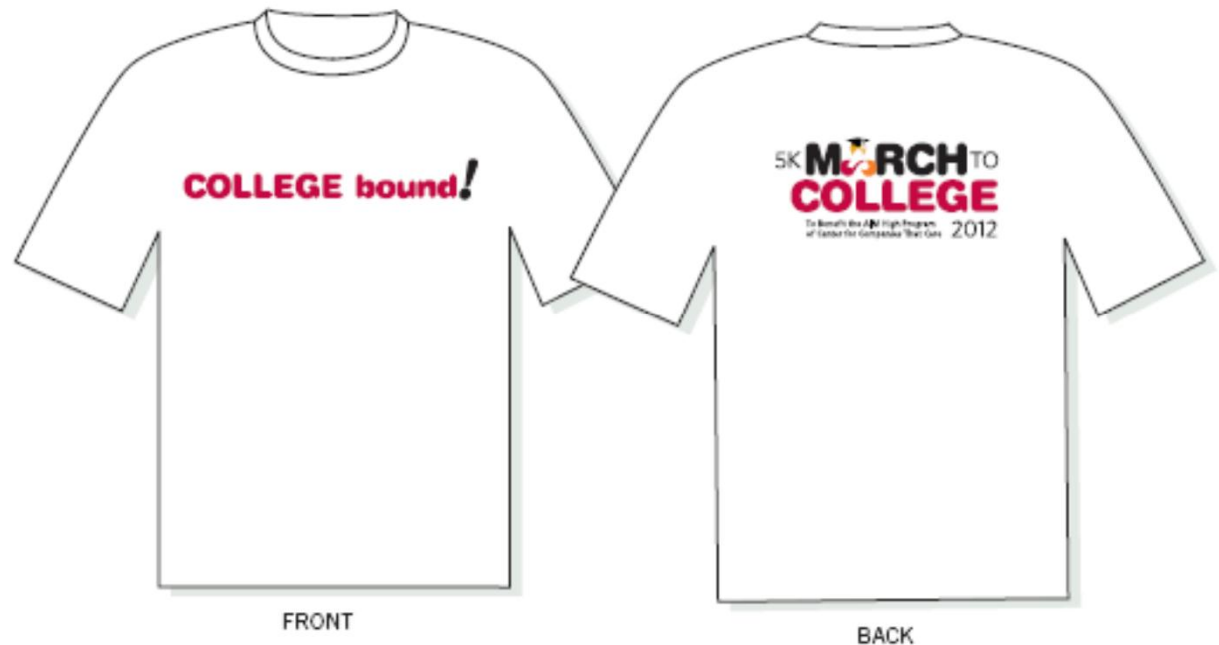
To Benefit the AIM High Program
of Center for Companies That Care

- 5K walk/run in Grant Park
- **Thursday, May 8th**
- Goals
 - \$1000 per AIM High student
 - \$100 shopping trip for mentees for those that meet goal
 - \$35,000 in sponsorships
 - 1200 walkers
- Fundraising
 - Optional themes every month
 - Dollars raised tracked by mentor host company, not by team



Participation-Raising

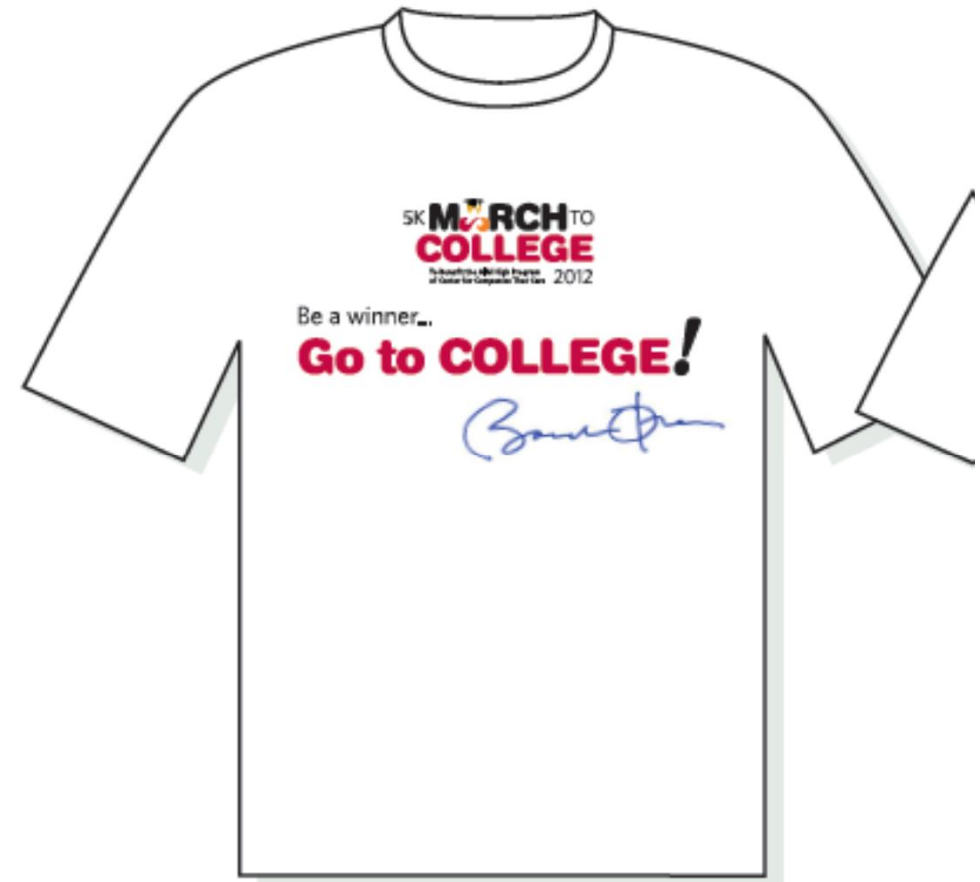
- Everyone gets a college t-shirt
- Outreach to CPS schools





“Hero” Incentives

- AIM High students identify their heroes
- Send letters asking them to sign *Go to College!* t-shirt
- T-shirts will be given to schools that have best attendance at March
- AIM High students will speak to students at grade schools and middle schools about the importance of going to college and showing their intent by walking



FRONT



Sources of March to College Income

Sponsorships

(from businesses and universities)

Registrations

\$25/\$10

Donations/Fundraising

(solicited by participants)



Outcomes of March to College

- Greater awareness of college at a younger age thereby increasing college attendance among minority students
- AIM High expansion for more students



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Questions??

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