



A Program of Center for Companies That Care

Mentor Training for...

**Career Fair (Feb 11<sup>th</sup>)**



## Today's Agenda

Dave Ponsot to discuss about March To College

Discussion about the upcoming Career Fair

### Looking Ahead

- New Mentor Orientation – February 24, 2015
- Job Shadowing – March 10<sup>th</sup>
- March to College – May 7<sup>th</sup>



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# March To College – 2015

Thursday, May 7, 2015

Grant Park



## March To College

- AIM High's Annual Fundraiser
- Thursday, May 7, 2015 – Upper Hutchinson Field at Grant Park. Intersection of Columbus and Balbo.
- Chip-Timed 5K race and Fun Run
- College Fair – An opportunity for your students to meet representatives from many local colleges and universities
- Our goal is to raise \$1,000 per student



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## March To College - Ideas on how to raise money

- Reach out to family, friends, co-workers
- Super Bowl Squares
- March Madness! Organize a NCAA College Basketball Pool
- Office Activities – Jeans Day, Raffles (Hawks, Cubs, Sox, Bulls Tickets), College Colors Day
- Past Successful ideas have included Giving Tuesday



## March To College – Sign-up Today!

- Go To [www.companies-that-care.org](http://www.companies-that-care.org) to register. Click the March To College Link.
- \$35 for adults, \$10 for students, \$25 for family of 1 adult+2 kids.
- Each paid runner(s) count towards your fundraising goal.
- All Mentors are encouraged to participate!
- Feel free to invite your co-workers, friends and family!



## Questions?

- Email Dave Ponsot or Gary Jefferson with your questions, comments, ideas, or success stories.

Dave Ponsot – [dponsot12@gmail.com](mailto:dponsot12@gmail.com)

Gary Jefferson – [gary.jefferson@erac.com](mailto:gary.jefferson@erac.com)



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**Career Fair**

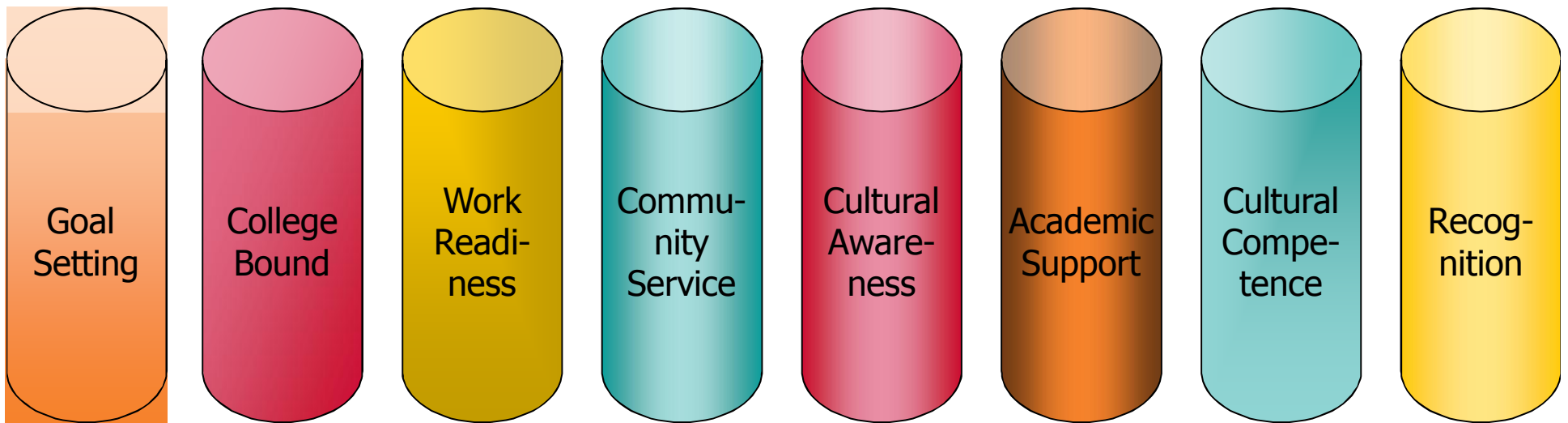
February 11<sup>th</sup>





## 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





## Career Fair- February 11<sup>th</sup>

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

Near corner of Washington and Michigan Avenue

**When:** February 11<sup>th</sup>, 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!



## How it works...

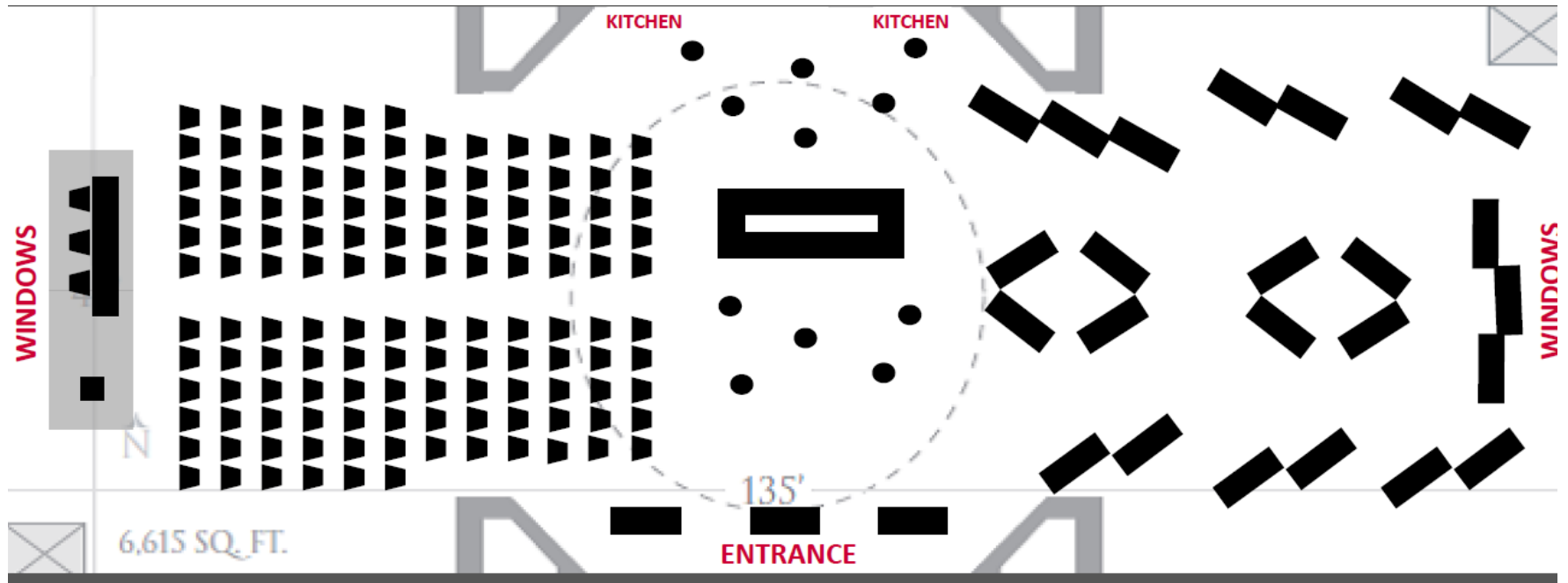
- Career Representatives (*mentors*)
- Outside Career Representatives (*non-mentors*)
- Student Partners (*mentors*)

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**
  - Internship info, if available
  - Job descriptions, if available (multiple copies)
  - 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 |           |          |
| <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 |           |          |



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## 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?



## Job Shadowing

- March 10<sup>th</sup>
- 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 17<sup>th</sup> at noon



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# 5K MARCH TO COLLEGE

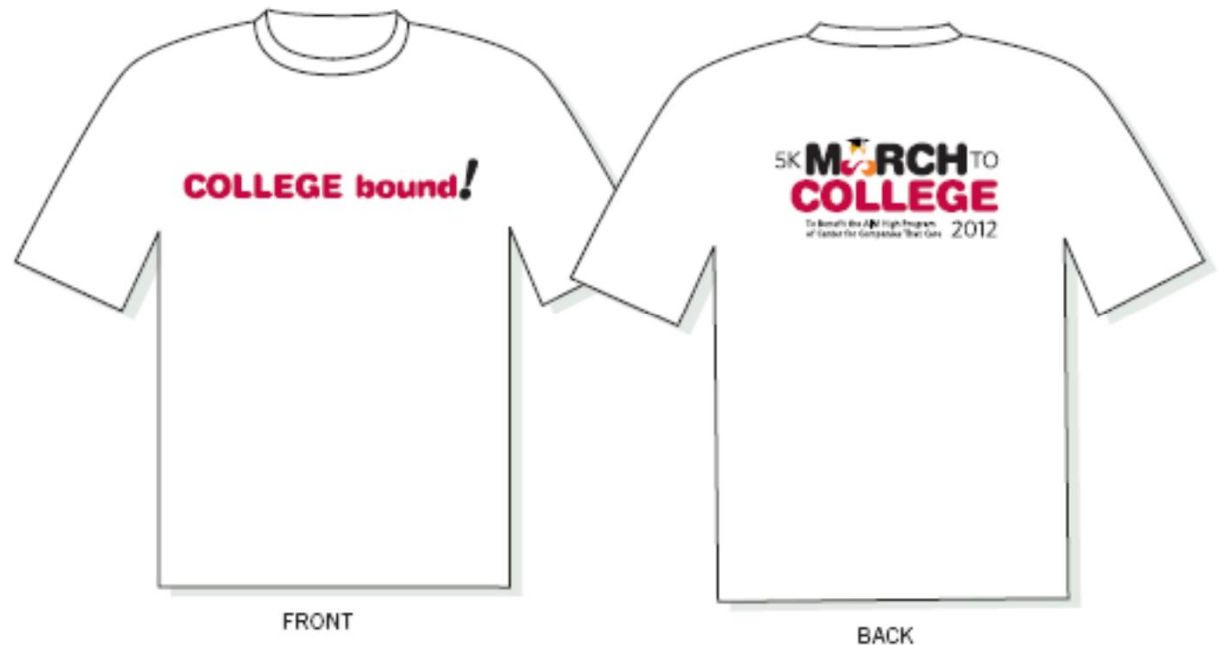
To Benefit the AIM High Program  
of Center for Companies That Care

- 5K walk/run in Grant Park
- **Thursday, May 8<sup>th</sup>**
- 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



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# 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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