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.