

Sample Roles and Responsibilities

Tigard-Tualatin School District 23J



T h e P e r f e c t F i t

INFORMATIONAL INTERVIEWS provide an opportunity for students to explore career choices and gather information about a particular occupation, the necessary preparation, required knowledge and other interesting facets of your occupation. The visit typically lasts 5-30 minutes. The interview may take place at the school, the business, or by telephone.

DURING THE INFORMATIONAL INTERVIEW a person gives students a glimpse of what their career is like, training, and workplace requirements. Students will be prepared with a set of questions to ask. The employer's role is to share information and insights about their career.

SCHOOL STAFF WILL

- ◆ Have each student complete "Student Profile", if necessary.
- ◆ Give "Student Profile" form to School-to-Career coordinator at least six weeks before informational interview.
- ◆ Complete a "Teacher Opportunity Request Form" and forward it to the School-to-Career coordinator at least one month before informational interview activity.
- ◆ Prepare students for the informational interview.
- ◆ Discuss with student appropriate behavior and dress if student is completing activity at business.
- ◆ Guide students in writing their thank you letter.

SCHOOL-TO-CAREER COORDINATOR WILL

- ◆ Assist in student's informational interview placement.
- ◆ Prepare the student to telephone the person to set up informational interview.
- ◆ Review student and employer evaluation.

STUDENT WILL

- ◆ Be briefed and prepared for the interview with a set of relevant and thoughtful questions.
- ◆ Be familiar with the business.
- ◆ Display polite and courteous behavior.
- ◆ Verify time and place of interview.
- ◆ Dress appropriately if at school or business.
- ◆ Write a thank you letter.
- ◆ Complete an evaluation and other assignments related to the activity.

LIABILITY EXPOSURE is virtually non-existent if at the school or by telephone. If interview takes place at the business, the school district is responsible while the student is in transit or at the business. You should think of liability issues in the same manner that you handle them for visitors who spend time in your facility.

EMPLOYER WILL

- ◆ Review the list of possible student questions
- ◆ Describe
 - your occupation, educational background, training, specialized skills, and/or aptitudes.
 - a typical workday for you.
- ◆ Discuss
 - the parts of your job you like best or least.
 - the outlook for your occupational area.
 - salary range and financial benefits other than salary; be sure to include entry-level wages.
- ◆ Tell the student how you got from their age to your present position.
- ◆ Talk about what you did/didn't learn in school and what you might have done differently.
- ◆ Answer the students' questions.
- ◆ Complete an evaluation on the experience.



MOCK INTERVIEWS provide an opportunity for students to participate in actual interviews with community representatives and receive thoughts regarding their interview skills. The time commitment can be ½ hour or more, depending on the community representative's preference.

DURING THE MOCK INTERVIEW, the company representative conducts one-on-one interviews with a student preparing to enter the work force. They might videotape interviews. When the interview is over, we will ask that the representative complete a checklist for each student and/or provide verbal comments. The student will have an opportunity to review this checklist to identify strengths and areas that may need attention.

SCHOOL STAFF WILL

- ◆ Prepare students for the mock interview.
- ◆ Assist student in making interview appointment.
- ◆ Assist student in preparing a resume and cover letter.
- ◆ Discuss with student appropriate behavior and dress.
- ◆ Assist student in writing thank you letter.

SCHOOL-TO-CAREER COORDINATOR WILL

- ◆ Assist in student's mock interview placement.
- ◆ Confirm arrangements for the mock interview.
- ◆ If necessary, give students forms that need to be completed for the off-campus activity.
- ◆ Review student and employer evaluation.

STUDENT WILL

- ◆ Be briefed and prepared for the interview.
- ◆ Display polite and courteous behavior.
- ◆ Verify time and place of interview.
- ◆ Dress appropriately for the interview.
- ◆ Provide appropriate materials such as resume.
- ◆ Review interview checklist.
- ◆ Write a thank you letter.
- ◆ Complete an evaluation and other assignments related to the activity.

EMPLOYER WILL

- ◆ Review confirmation of student's name, time and location.
- ◆ Gather company brochures and other information you may wish to distribute.
- ◆ Provide thoughts to the instructor and student.
- ◆ Conduct a realistic job interview for mock interview.
- ◆ Evaluate students on communication and presentation skills, application documents, attire, and demeanor.
- ◆ Complete an evaluation on the experience.

SAMPLE QUESTIONS

- ◆ In what school and/or extracurricular activities have you participated? Why? Which did you enjoy the most?
- ◆ How would you describe your personality?
- ◆ Tell me about several of your positive accomplishments?
- ◆ What are your post-high school plans?
- ◆ Why should we consider you for this position?
- ◆ Tell me about yourself.

LIABILITY EXPOSURE is virtually non-existent if at the school. If interview takes place at the business, the school district is responsible while the student is in transit or at the business. You should think of liability issues in the same manner that you handle them for visitors who spend time in your facility.



CAREER-RELATED LEARNING EXPERIENCES involve formal training agreements between a school and a business. These training agreements are used to outline what the student is expected to learn and demonstrate at the workplace. These can be paid or non-paid part-time positions for which the student may receive academic credit. The training agreement is developed together by the school representative and the work site supervisor.

During the Career-Related Learning Experience the student is focusing on potential career goals through this part-time experience. Students are selected to participate in this experience through an approved school program. The student may receive academic credit; learning experiences are agreed upon by the business and the school representative. The work experience is directly related to school curriculum and the student's goals. This work-based learning activity requires a great amount of planning and supervision; however, those businesses that have participated take great pride in the results.

Student Will

- ◆ Meet performance and attendance criteria set by the school.
- ◆ Complete appropriate assignments connected to this experience.
- ◆ Telephone you (the employer) to confirm the Career-Related Learning Experience dates, times, location, etc.
- ◆ Obtain parental permission to participate.
- ◆ Obtain permission from teachers if other classes will be missed.
- ◆ Arrange transportation to and from the Career-Related Learning Experience.
- ◆ Dress in appropriate attire.
- ◆ Arrive and depart as scheduled.
- ◆ Display polite and courteous behavior.
- ◆ Ask relevant and thoughtful questions.
- ◆ Complete an evaluation and other documentation.

Employer Will

- ◆ Serve as hosts and identify the participating work site supervisor.
- ◆ Conduct a formal interview of the student and accept a telephone call from the student to confirm the Career-Related Learning Experience.
- ◆ Explain their department/job and how it relates to the organization as a whole.
- ◆ Discuss education and training needed to perform the job.
- ◆ Provide training as needed.
- ◆ Answer the student's questions.
- ◆ Complete an evaluation on the experience.
- ◆ Have fun!

Helpful Hints

- ◆ Conduct an interview process and "hire" the student participant.
- ◆ Send an announcement to all co-workers and departments so they can be aware of the student and their assigned responsibilities.
- ◆ Be detailed when developing the written training agreement.
- ◆ Review this agreement regularly to verify that all parties are meeting expectation.
- ◆ Arrange for student work space, if appropriate.
- ◆ Be prepared to describe your interest in becoming involved in this project.
- ◆ Gather company brochures, policy and safety manuals, and review them with student.
- ◆ Arrange student parking, if appropriate.

If You Conduct an Interview, here is a list of possible questions.

- ◆ What school and/or extracurricular activities have you participated in? Why? Which did you enjoy the most?
- ◆ How would you describe your personality?
- ◆ Tell me about several of your positive accomplishments.
- ◆ Tell me something unique about yourself.
- ◆ Tell me what skills you have acquired in school that would be useful on the job.
- ◆ What jobs have you held? How were they obtained? Why did you leave?
- ◆ What are your post-high school plans?
- ◆ How do you think this experience might help you with those plans?

Liability Exposure in a Career-Related Learning Experience is involved. The liability for a student participating in an Career-Related Learning Experience at a work site, and while the student is in transit to and from the Career-Related Learning Experience, is in a gray area. Students are eligible for worker's compensation because they are actually working at your place of business; therefore, the business is responsible for this insurance. You should think of liability issues in the same manner that you handle them for employees that work in your facility.



JOB SHADOWS provide an opportunity for a student to spend three or more hours with one or more employees at a business. Job shadows introduce students to potential careers by allowing them to observe the jobs of individual workers by shadowing their daily routines and activities. Employers provide students with a look at the world of work and the range of career opportunities available to them.

DURING THE JOB SHADOW, you are encouraged to perform your normal work activities and maintain your daily routine. It is recommended that you spend the first five to ten minutes providing an orientation of the company and then give a tour of your facility. Be flexible - if schedule changes occur, involve the student.

SCHOOL STAFF WILL

- ◆ Have each student interested in a job shadow complete "Student Profile"
- ◆ Give "Student Profile" form to School-to-Career coordinator before job shadow.
- ◆ Prepare students for the job shadow.
- ◆ Guide students in writing their thank you letter.

SCHOOL-TO-CAREER COORDINATOR WILL

- ◆ Assist in student's job shadow placement.
- ◆ Prepare the student to telephone the organization to set up job shadow.
- ◆ Give students forms that need to be completed for the off-campus activity.
- ◆ Outline dress and behavior expectations.
- ◆ Give students a checklist to prepare for the job shadow.
- ◆ Review student and employer evaluation.

LIABILITY EXPOSURE is minimal. The liability for a student at the work site and while the student is in transit is the responsibility of the school district. You should think of liability issues in the same manner that you handle them for visitors that spend time in your facility.

STUDENT WILL

- ◆ Meet performance and attendance criteria set by the school.
- ◆ Complete appropriate assignments and paper work connected to this experience.
- ◆ Telephone the site host before job shadow to confirm the job shadow date, time, location, etc.
- ◆ Arrange transportation to arrive and depart as scheduled.
- ◆ Dress in appropriate attire.
- ◆ Arrive and depart as scheduled.
- ◆ Display polite and courteous behavior.
- ◆ Ask relevant and thoughtful questions.
- ◆ Complete an evaluation.

EMPLOYER WILL

- ◆ Serve as host and identify appropriate individuals to participate in the experience.
- ◆ Organize and plan the shadow experience.
- ◆ Gather company brochures, product sheets, and other information.
- ◆ Review confirmation of the job shadow. Confirm the student's name, school representative's name, and learning objective.
- ◆ Arrange student parking and meal arrangement, if appropriate.
- ◆ Notify co-workers of the student's visit. Encourage them to share their career experiences.
- ◆ Include student in normal work activities.
- ◆ Discuss education and training needed.
- ◆ Answer the student's questions.
- ◆ Conduct a brief interview. (Optional)
- ◆ Complete an evaluation on the experience.

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SITE VISITS provide an opportunity to introduce students to careers and the world of work by visiting businesses where they will observe and ask questions about careers, skills, and tasks performed by the workers and companies. Site visits typically last two to five hours. Group size varies to meet the company's needs.

DURING THE SITE VISIT, the business should give students a glimpse of what the company is like as students often have unrealistic expectations about the workplace. Demonstrations are always a plus, if applicable. Depending on the size of the group, the employer may wish to break the students into smaller groups.

SCHOOL STAFF WILL

- ◆ Complete a "Teacher Opportunity Request Form" and forward it to the School-to-Career coordinator at least one month before site visit date.
- ◆ Arrange for student transportation.
- ◆ Prepare students for the site visit.

SCHOOL-TO-CAREER COORDINATOR WILL

- ◆ Assist in site visit placement.
- ◆ Write a letter confirming the date and expectations of the site visit.
- ◆ Confirm the date, time, and class size at least one week before a scheduled visit date.
- ◆ Give students forms that need to be completed for the off-campus activity.
- ◆ Outline dress and behavior expectations.
- ◆ Review staff, student, and employer evaluation.
- ◆ Follow up with a thank you letter and site visit evaluation.

STUDENT WILL

- ◆ Be briefed and prepared for the visit.
- ◆ Be familiar with the organization's purpose.
- ◆ Display polite and courteous behavior.
- ◆ Ask relevant and thoughtful questions.
- ◆ Complete an evaluation and other assignments related to the activity.

EMPLOYER WILL

- ◆ Serve as host and identify appropriate Individuals to participate in the experience.
- ◆ Review confirmation of the site visit.
- ◆ Review parking and appropriate attire for visitors with school staff.
- ◆ Inform school of any required safety clothing or safety equipment needed.
- ◆ Gather brochures, product sheets, and other information you may wish to distribute.
- ◆ Prepare an agenda, notify co-workers of the visit, and encourage them to share career experiences.
- ◆ Give orientation about the company with general information about its operation.
- ◆ Explain the departments and how they relate to the company.
- ◆ Discuss career paths, education and training needed for jobs with the company.
- ◆ Answer the student's questions.
- ◆ Complete an evaluation on the experience

LIABILITY EXPOSURE at the work site and while the student is in transit is the responsibility of the school district. You should think of liability issues in the same manner that you handle them for visitors who spend time in your facility.

SAMPLE AGENDA

- ◆ Greeting and Orientation - 15 minutes
 - What is expected of visitors
 - Handouts
- ◆ General Overview - 30 to 45 minutes
 - History and goals of company
 - Products/services
 - Career paths
 - Education/training
- ◆ Walking Tour - 30 to 45 minutes
 - Product demonstrations
 - Company projects
- ◆ Discussion
 - Questions and answers
 - Debriefing

SAMPLE QUESTIONS

- ◆ Why did you choose this career or occupation?
- ◆ What is it like to work at this company?
- ◆ What do you like most about your job? Least?
- ◆ Do you expect to be doing this kind of work in 5 years?
- ◆ How did you get this job--networking, job posting and application?
- ◆ What is your company's evaluation process or performance review process?

SITE VISIT TIME LINES

(If site visit is set up more than a month in advance.)

- ◆ Two month prior to visit
 - send post card/letter with confirmation information, school contact, etc.
 - employer returns questionnaire about employer requirements; call employer if questionnaire not received
- ◆ One month prior to visit
 - send a sample student questionnaire/helpful hints sheet
 - confirm time/date
- ◆ One week prior to visit
 - confirm site visit and answer questions
 - provide detailed information on students and staff
 - check that forms for off-campus activity have been returned to proper staff.
- ◆ Day of visit
 - remind students about behavioral expectations
 - help with introductions at site
 - collect student/staff evaluations
- ◆ After the visit
 - send thank you letter and evaluation to employer
 - review student and staff evaluations
 - give School-to-Coordinator name of all students participating in site visit

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GUEST SPEAKERS provide an opportunity for students to learn firsthand about a particular occupation, the necessary preparation, required knowledge and other interesting facets of the occupation or to learn about your business. The visit typically lasts 30-50 minutes (generally includes a presentation with Q & A period).

DURING THE SPEAKING ENGAGEMENT, the speaker gives students a glimpse of what their career and/or company is like. Students often have unrealistic expectations about the workplace, so try to give them a glimpse of what your career is really like. Demonstrations and related videos are always a plus, if applicable. Be sure to discuss with the school representative any equipment needs.

SCHOOL STAFF WILL

- ◆ Complete a "Teacher Opportunity Request Form" and forward it to the School-to-Career coordinator at least one month before speaker date.
- ◆ Prepare students for the guest speaker.
- ◆ Complete staff evaluation.

SCHOOL-TO-CAREER COORDINATOR WILL

- ◆ Contact the employer/business within the given time lines, e.g. two weeks to one month.
- ◆ Confirm date, time, and class size at least one week before a scheduled visit date.
- ◆ Obtain needed AV equipment.
- ◆ Follow up with a telephone call, thank you, and speaker evaluation.

STUDENT WILL

- ◆ Be briefed and prepared for the speaker.
- ◆ Be familiar with the topic of discussion.
- ◆ Display polite and courteous behavior.
- ◆ Ask relevant and thoughtful questions.
- ◆ Complete an evaluation and other assignments related to the activity.

SPEAKER WILL

- ◆ Review confirmation letter.
- ◆ Gather company brochures, product sheets, and other information you may wish to distribute. Include your company's evaluation sheet or other employee guidelines.
- ◆ Review the list of possible student questions.
- ◆ Tie classroom studies to the career. Remind them that the report card does not end with school.
- ◆ Describe
 - your interest in becoming involved in School-to-Career activities.
 - your occupation, the company you work for, products and services and the position. Include educational background, training, specialized skills, and/or aptitudes.
 - your typical work day. Include hours worked and outside expectations.
- ◆ Discuss
 - importance of attitude, communication skills, flexibility, and teamwork in your career. Be impassioned. There is a difference between a career and a job.
 - how you got the job--networking "knowing someone in the business", job posting and application.
 - parts of your job you like best or least.
 - future outlook for your occupational area.
 - your company's evaluation process or performance review.
 - salary range and financial benefits other than salary; be sure to include entry-level wages.
- ◆ Summarize with general advice for the interested students.
- ◆ Answer the students' questions. Sometimes you have covered the information but they need it redefined. They may have other ideas of what your company does.
- ◆ Complete an evaluation on the experience.

LIABILITY EXPOSURE during the classroom visit is virtually non-existent. You are there to share general information about your occupation and/or business. If you are doing demonstrations on site, be sure and take the same precautions you would if performing it in your workplace. If demonstrating with chemicals, it may be in your interest to provide