Career café: A Recipe to Student Success

How to have a Career Café

* Identify potential speakers
* Identify dates for Career Cafés at your school
* Identify an on-site space large enough to accommodate the group
* Identify at least one staff member to attend with the students
* Once a date is settled and a speaker is confirmed, notify students and collect interest forms
* Order food

What You Need to Host a Career Café

* Posters
* Information/Sign-up Sheets
* Career Planning Note-Sheets (optional)
* Volunteers
* Lunch (approx. cost, $2–10 per student)
* Thank You Notes



Monday, September 21, 2015

11:00 am – 12:00 am

Library

Your speaker will be:

Speaker Name

Speaker Title and Place of Employment (Forensic Scientist)

Attend this Career Café if you are interested in:

* Working with technology
* Helping to solve problems
* Reconstructing or analyzing crime scenes
* Working with others
* Using scientific methods to gather evidence



# Career panel worksheet

Santa Cruz Country Regional Occupational Program: <http://www.rop.santacruz.k12.ca.us/resources/career_planning/step3tool2.pdf>

# Finding potential speakers

* Alumni groups
* Sororities and fraternities
* Professional organizations (e.g., Oklahoma Bar Association, Alliance or Emerging Professionals, etc.)
* Service organizations (e.g., Lions Club, Rotary Club, Junior League, etc.)
* Local colleges and universities
* Acquaintances of parents or school staff
* Social media
* Volunteermatch.org

Career Clusters (<http://www.iseek.org/careers/clusters.html>)

* Agriculture, food, and natural resources
* Architecture and construction
* Arts, audio/video technology, and communications
* Business, management, and administration
* Education and training
* Finance
* Government and public administration
* Health science
* Hospitality and tourism
* Human services
* Information technology
* Law, public safety, corrections, and security
* Manufacturing
* Marketing, sales, and service
* Science, technology, engineering, and mathematics
* Transportation, distribution, and logistics

# Briefing your speakers

* Provide an orientation (tell them about the program)
* When date is agreed upon send them information:
* School location
* Where to park
* Where and how to check in with the office
* Contact name and phone number
* Time of Café, estimated schedule, and room location
* Outline of important points to cover

# Sample Speaker Outline

* School name
* School address
* Please arrive by 10:55 am
* Ask for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* [Room name and number where the café will be held]

# Agenda

**1st Lunch 2nd Lunch**

11:10–11:15 Gather and grab lunch 12:05–12:10

11:15–11:30 Speaker 12:10–12:25

11:30–11:35 Q&A 12:25–12:30

11:35–11:40 Student Survey 12:30–12:35

# Important Points to Cover

* Name
* Job title
* What they do in their job
* Why they chose the career
* What interests led them to the career
* What the educational and skill requirements for this profession are
* Description of their typical day
* Different types of jobs in their career field
* Whether it is difficult to find a job in this career field
* Salary range (beginning, middle/average, high)
* The pros and cons of the profession
* Their typical work hours within a week

## What if I can’t get volunteers to my school?

* Video conference
	+ Skype, Google Hangout, Facetime, Zoom, etc.
* Online career videos (these don’t capture the spirit of Career Cafés but provide great information and can be used for follow-up)
	+ Virtual job shadow
	+ Career one stop

# Funding Career Café (sponsorships or donations)

* Alumni groups
* Local businesses
* Sororities and fraternities
* Professional organizations (e.g., Oklahoma Bar Association, Alliance of Emerging Professionals, etc.)
* Service Organizations (e.g., Lions Club, Rotary Club, local church, etc.)
* PTSA, PTO, PTA (i.e., parent-teacher organization at your school)

# Sample questions to stimulate planning

* What are our first steps to organize the career café?
* Who is going to be the main contact person for the event?
* Should we make a sign-up sheet for teachers to take turns planning and organizing on specific dates?
* Which room or area of the school can we use to hold the café?
* How are we going to fund the lunch food for the event?
* How do we promote the event?
* How many students are we going to allow to attend each time?
* How many sessions do we need and how often?