

# Career Information Fairs:

A Career Information Fair has two objectives: 1) introduce students to possible future career opportunities, and 2) help them learn about and later enroll in appropriate CTE courses. Organize your Fair and student activities to give students a clear picture of careers and link them to specific CTE courses for which they can enroll.

## Organizing Exhibits

### 1. Make a Guidance Station the first stop in the Career Fair.

- Have a guidance counselor and knowledgeable teachers by the door where students enter (Middle school Fairs should have a counselor who is knowledgeable about high school courses whenever possible).
- Hand out our *Career Cluster Map, Interest Survey*, or other career materials. Direct students to exhibits that interest them.
- Distribute information about your school's CTE courses and about course registration. Brochures about individual courses are useful. So is a single page handout listing the courses you teach.

### 2. Arrange exhibits and activities in Career Clusters.

- Group exhibits together by career cluster to help students understand how courses and careers go together.
- Make a sign board for each cluster. List several typical careers in this cluster and the CTE courses that your students can take to prepare for them.
- There are 16 career clusters in Virginia. You do *not* have to prepare exhibits for all of them.
- If possible, a CTE teacher should attend each exhibit or cluster area. Teachers can answer questions, explain career opportunities and encourage students to enroll.

### 3. Help exhibitors to advise students about careers and clusters

- Give each exhibitor our *Advice for Exhibitors*. Ask them to think about careers at their company or organization and the best way to prepare for them.

### 4. Encourage exhibitors to bring hands-on activities.

- These activities can be very simple—trying on a firefighters helmet, listening with a stethoscope, using CAD software to create a layout of the student's room, creating a marketing slogan (with a prize for the best one).

### 5. Link the Career Fair to class registration

- Hold your Fair shortly before the class registration period.
- On the day of the Fair, make announcements, distribute handouts, display posters, etc, explaining that the Fair is the opportunity for students to learn about the courses they need to achieve their career goals.

### 6. Encourage nontraditional enrollment.

- Ask this year's nontraditional students to attend your exhibit and help recruit others. Pay special attention to students who visit exhibits that are nontraditional for their gender and make them feel welcome.

## Student Activities

### 1. Prepare students for the event in advance.

- Use classroom time immediately before the fair to explain to students that they are attending a career fair to learn about career options and the the courses they need to enroll in to achieve their career goals.
- Review interest inventory and other Guidance activities from student portfolios. Use our *Career Fair KWL Lesson Plan* with students to identify career clusters to explore.

### 2. Take students to the Fair

- Help students use the Career Fair Activity sheets that are part of the *Career fair Lesson Plan*

### 3. Review the Fair in class afterwards to solidified what they have learned

- Complete our *in-class activity* with students in which they write about what they discovered from the Fair and and develop a plan to pursue at least one career path. This activity meets SOL requirements. Add the work they complete to student portfolios.