



## GET STARTED GUIDE: CareerX Industry Exploration

Thank you for your interest in the DPS CareerConnect CareerX Industry Exploration Event. Your company's participation will help expose high school students—most often freshman and sophomores—to the workplace for the very first time. These students are taking relevant, hands-on courses introducing them to basic concepts related to your industry.

Getting started is easy!

### 1 SCHEDULE PLANNING MEETING

Set a one-hour planning meeting with the DPS CareerX Coordinator

### 2 ASSEMBLE TEAM

Prior to your planning meeting, assemble an internal team to plan for your CareerX day. The team should include employees in your company who are excited to share their knowledge and expertise with young people. A CareerX Champion should be designated as the point person for future communications.

### 3 DEVELOP AGENDA

Once the team is assembled—but before the planning meeting -- create a rough draft of your agenda for the job shadow day. The agenda should include the following components:

- Overview of various careers represented in your company and the associated educational pathways to get there. Include discussion of salaries and stories highlighting the career paths of a few of your employees.
- Opportunities for students to experience aspects of various careers within your industry through hands-on, engaging

activities. Activities can be especially impactful when they incorporate academic skills such as math, writing or public speaking or feature concepts students are learning in their STEM courses.

- Opportunities to interact with your staff in small groups to allow for more informal interactions with students. This time can be used to address questions and share personal stories, coach students on how to get ready for success in the workplace, etc.

Please contact the DPS CareerConnect CareerX Coordinator at any point if you have questions as you develop your initial agenda. Don't worry; a rough draft is fine for the initial planning meeting. The Coordinator will work with you to put on the finishing touches.

### 4 HOLD PLANNING MEETING

The DPS CareerConnect CareerX Coordinator will come meet with your planning team to review your agenda and help you plan an experience that will be engaging for both students and your employees.

For more information, contact Monica Schultz, Work-Based Learning Coordinator, at [monica\\_schultz@dpsk12.org](mailto:monica_schultz@dpsk12.org).