



unite! is an easy-to-use online tool that connects you and your business or organization to the future workforce in your community. Go to www.ilunite.org and click “Join Now” to enter your company profile and select any of the activities listed below!

EMPLOYER INVOLVEMENT GUIDE - SHORT TERM ACTIVITIES

Virtual
Career Coach
1+ hrs/week

Virtual Career Coaches answer student questions about their jobs, offer advice, or otherwise support students via an online forum. This allows career coaches to volunteer from their desk at work, at home or when travelling, and allows students access to a network of knowledgeable, supportive adults they might not otherwise be able to reach.

Career Guest
Speaker
30-60 minutes
(per class)

Guest speakers address a group of students and/or teachers about their career, training and skills, or about general topics such as leadership, job hunting or fiscal responsibility. Speakers are encouraged to bring visual aids and props. The more interactive and hands-on, the better! Sample topics are:

- The work and tasks this job involves and what industries employ this job
- How to prepare and train for the job and how to pursue a career in this industry
- Job Hunting - From applications and resumes to interviewing skills
- Finding success in any job - the do's and don'ts of surviving the workplace of the 21st Century

Company Tour
(1-2 hours)

Tours allow classes of students and/or teachers to view an organization's facility and operation and observe what happens outside of the classroom. Companies hosting a tour are encouraged to interact with the students about:

- Types of jobs/careers available at the company, including education and pay levels
- Advice for students interested in pursuing a career in the company
- Internship, summer employment or apprenticeships available at the company

Interviews
Mock or
Informational
15-60 minutes
(per interview)

Mock interviews help students develop and practice job interviewing skills. Employees who regularly interview job applicants interview students, then provide constructive feedback regarding their interviewing style and how the responded to the questions.

Informational interviews allow a student to explore an occupation and gather information about a career. Informational interviews help students broaden their vision of career fields, and understand the connection between school and work. The student prepares a list of questions, and a business person provides the student with a glimpse of what their career is like, discussing the necessary training and workplace requirements. The interview can take place in person, by phone or email, or in a group.

Business
Round Table
(4 hours)

Business Round Tables are held to gather information from industry that will directly impact curriculum being taught in the classroom. Industry experts and teachers sit down in a round table format to discuss the needs of the industry. Teachers then use these conversations to develop and implement curriculum that aligns to industry standards.

Job Shadow
(2-8 hours)

Students “shadow” one or more employees at a business site to learn the daily routines and activities of a particular job. Businesses and employees who host job shadows go about their regular work while discussing it with the student. Job shadows help students enhance their communication skills, and allow them to make the connection between academic classroom work and their career goals.

Competition
Judge
(1-8 hours)

Many courses at the high school level provide competitions for students to test their skills and knowledge in an academic, career or technical discipline. Judges may provide a level of real world expertise on student projects, ensure competition rules are followed, and share direct feedback to the students on their performance.

Career Fair
(2-8 hours)

Career Fairs give students a look at a variety of occupations. Business people can staff a booth or meet with groups of students to provide information about the careers available at their companies. The more interactive and hands-on, the better the experience for both the student and employer. Possible topics:

- Advice on how to prepare and then pursue a career in this industry
- Required knowledge and skills needed for a particular job or career
- Major responsibilities for individuals in this occupation.