

# Career Information Display Board

## Job Fair Culminating Activity

Students host a display in a career fair, present career information related to their placement on a display board and answer relevant questions asked by participants at the career fair. ALL the items listed in the table below must be present on the display board.

### 1. RESEARCHING THE OCCUPATION OF YOUR WORKPLACE

Research information about one occupation of interest that is related to your placement and find out:

- Areas of responsibility
- Required skills, knowledge and attitudes
- The nature of the workplace (e.g., setting, resources, hours of work, vacation time)
- Employment outlook upon your graduation from high school
- Salary range (Canadian funds) and benefit packages for job entry level
- Post secondary education and/or training that is required for this occupation
- At least one site or institution at which this education and/or training is offered and the prerequisites
- A list of the essential skills required for the occupation (Ontario Skills Passport)
- A current job posting from a newspaper for the occupation

You may gather this information from the Internet, print materials (brochures, pamphlets) or by asking somebody at the workplace - reference each source fully.

### 2. INVESTIGATING YOUR WORKPLACE

- Gather information (print and visual - e.g., photos, brochures, company newsletters, menus) about specific aspects of your placement.
- Select relevant items from the workplace that will enhance your presentation. This may include tools, company products, and various objects related to your job.
- Provide an outline of your daily routine at your workplace on an hourly basis. Explain what you do every day, in the order that you do it. You may want to display this in table-format.
- Outline five skills (customer service skills, math skills, organization skills, machine operation skills, etc.) that you are currently learning at your placement.
- Take five photographs of you at your workplace involved in the various aspects of your job.
- Interview either your supervisor or a work colleague that is in the career field you are exploring. Ask five key questions (e.g. What is the most difficult part of this job? Why did you choose this career?) and record the responses.

### 3. ORGANIZING YOUR MATERIALS

- Organize this information on a three-panel display board. The poster/display board must include occupational and education information (#1 above), and both print and visual information that focuses on you at your placement (#2 above).
- Write all information in your own words. Cite the sources you used (eg. Websites)
- Label all images/photographs and place titles on all text material.

### 4. PRESENTING THE PROJECT

#### ○ Final Presentation - Co-op Fair

- Present your work at the Co-op Fair (show, inform, respond)
  - ❖ show your display board or poster (show)
  - ❖ present information relevant to your display that requires explanation (inform)
  - ❖ answer questions from your teacher and students as required (respond)
- Your teacher will view your display and will assess and evaluate your work

#### **Accommodations** (as permitted by coop teacher):

- Students currently accessing Resource Assistance may produce a video or PowerPoint presentation to complete the expectations of this assignment IF unable to create a display board.

## Career Fair Display Board Checklist and Evaluation

Name: \_\_\_\_\_ Career: \_\_\_\_\_ Workplace: \_\_\_\_\_

Categories	Assessment / Feedback
<b>KNOWLEDGE/UNDERSTANDING</b>	<b>Level:</b>
<input type="checkbox"/> Complete and accurate occupation information - <i>occupation responsibilities, skills, salary, benefits</i> - <i>nature of workplace, future employment outlook</i> <input type="checkbox"/> Complete and accurate education and training information - <i>Post secondary education, required or recommended high school pre-requisites, training and one institution offering program</i> <input type="checkbox"/> Interview - <i>Five relevant questions with responses posed to employer/work colleague</i> <input type="checkbox"/> Thorough description of self and responsibilities at placement - <i>Outline of daily routine</i> - <i>Five skills learned at workplace</i> <input type="checkbox"/> Job posting, list of essential skills for occupation <input type="checkbox"/> All sources acknowledged (eg. Websites used)	
<b>THINKING/INQUIRY</b>	<b>Level:</b>
<input type="checkbox"/> Specific and accurate connections between researched career and workplace experience - <i>Research and interview ties directly to workplace experience</i> <input type="checkbox"/> Thoughtful selection of five workplace photographs that illustrate various aspects of your job <input type="checkbox"/> Evidence of logical organization of text, graphics and photos (placement on the display board)	
<b>COMMUNICATION</b>	<b>Level:</b>
<b>Written Communication:</b> <input type="checkbox"/> Information organized under appropriate headings or in tables <input type="checkbox"/> Information written in your own words <input type="checkbox"/> Point form used to list key information <input type="checkbox"/> Paragraphed information used sparingly (bullets and point form preferred) <input type="checkbox"/> Accurate spelling and grammar  <b>Oral Communication:</b> <input type="checkbox"/> Clear, concise explanations and responses to questions <input type="checkbox"/> Formal vocabulary (e.g., full sentences and appropriate terms, <b>without using slang</b> ) <input type="checkbox"/> Maintained professional presentation skills and mannerisms (i.e. stand while speaking, proper voice intonation)	
<b>APPLICATION</b>	<b>Level:</b>
<b>Visual Display:</b> <input type="checkbox"/> Even distribution of text and graphics (including five photos) <input type="checkbox"/> Visuals enhance message - use of colour, contrast, borders and focal points emphasize major points of emphasis, etc. <input type="checkbox"/> Attached workplace brochures, pamphlets, newsletters, menus and/or other relevant workplace items <input type="checkbox"/> Mounted pictures/photos (neatly labelled) and typed text neatly placed on contrasting paper <input type="checkbox"/> Visuals represent a range of information	