

# Fox West Academy 2018 Red Out “Hiring Expo”

We’re getting things set up for our Red Out Career Expo (job fair simulation), and we would appreciate your involvement if you are available from 6-7 pm on Tuesday, March 27; if you have *extra* time and would like to come in during the school day to share your experience about your career(s), we’d love to have you for that, too (just let me know)!

We solicited input from students about what careers they would like to learn more about and/or apply for in our hiring simulation, and if you’re willing to hold 5 minute interviews with students to review their resumes and ask questions pertaining to their interest and background it would provide a great experience for them. Here are the jobs students requested relating to a variety of fields and expertise:

Animal handling	Civil Engineer	hospitality/tourism	pharmacist
Architectural Design	Contractor	Hunting/Fishing guide	physical therapist
Athlete/coach	Counselor/Therapist	lawyer	plumber
Author	Crime tech/analyst	machinist	psychologist
Auto body technician	Culinary science	Manufacturing foreman	software engineer
Aviator	veterinarian	Military	statistical analyst
Chemist	Data Management	Mill Wright	surgeon
Chiropractor	Electrical Engineer	Nurse practitioner	teacher

On a second attachment you’ll find a job description list from a previous Red Out Career Expo for your reference; feel free to create an entirely new position or job description, or if your expertise fits with one of the job descriptions listed you’re welcome to borrow, copy, or adjust as necessary. Please reply with any idea(s) you may have for a position or job description you would be willing to interview our students for. In order for you to have an idea of what our Career Expo night will be like, here’s a brief explanation:

1. Willing “employers” send in job descriptions for careers and occupations for our students. The available positions should relate directly to a real career, but the application process and interview will be based on students’ actual experiences. **Ideally, we’d like to provide the job descriptions for our students by Tuesday, March 20** (one week before the expo), but we’ll post them for our students as soon as we receive them.

2. Our students will submit tailored cover letters and resumes for specific jobs available. When possible, we’ll forward the cover letters and resumes to you to review before March 27; if this is not possible, we will have a folder of resumes and a list of applicants waiting for you on the 27<sup>th</sup>.

3. Students sign up for interviews – each student will be required to submit cover letters and resumes for at least two jobs and participate in at least 2 scheduled interviews. After that, we move to an open forum where students can visit any open table and interview with employers. Students are encouraged to participate in as many interviews as they would like. We will provide a list of sample questions, but you are certainly welcome to go “off script.”

4. While you are conducting interviews, you are welcome to make notes on student responses, interviewing skills, and helpful suggestions. After all interviews have been completed, you are invited to (although not required to) make notes on student resumes and cover letters that might provide helpful feedback. You will be provided a rubric to score student interview performance.

5. Consider all aspects of the student application and interview process and decide on which student you would choose for the job. If there are multiple qualified applicants, please rank your top 3 choices.

Thanks again for your involvement!

Sincerely,

Dan Lundstrom