



Best Practice Tips for Researching Company Profiles:

- This activity is best done after students have completed the Matchmaker assessment and spent time researching careers in Career Cruising.
- Encourage students to research companies in several of the career/career clusters they are interested in.
- Encourage students to also look at company websites (websites should be listed in each company profile).
- Encourage students to look through all of the careers a company hires for so that they have a better understanding of all the employment opportunities.
- Enhancement activity = Ask students to use website links to a company's human resources/job opening page to look at real life job postings.

Best Practice Tips for Discussion Boards:

- This activity is best done after students have completed the Matchmaker assessment and spent time researching careers in Career Cruising.
- As a large group, brainstorm questions that students may want to ask an Inspire Career Coach – write sample questions on the board.
- Talk about the difference between casual and professional written communication styles. Use common texting phrases and have students translate how they can say something similar in a more professional way.
- Emphasize that Inspire Discussion Boards are only for career and education related questions – not to discuss personal issues. Encourage students to keep conversations positive and proactive.

Best Practice Tips for Career-based Learning Experience Requests:

- This activity is best done after students have completed the Matchmaker assessment and spent time researching careers in Career Cruising – as well as after a student has spent time researching company profiles and posting questions to Discussion Boards.
- As a large group, talk about professional etiquette in the workplace and why it is important. Have students practice introducing themselves with a handshake upon meeting people in a professional environment and at the conclusion of a Career-based Learning Experience.
- When possible and appropriate, as a large group, help students brainstorm questions they may ask during a Career-based Learning Experience. Review goals for what they would like to get out of each experience.
- Encourage students to ask for business cards before ending a Career-based Learning Experience (when appropriate).
- Enhancement Activity = Have students write professional, handwritten thank you notes to those who interacted with them during a Career-based Learning Experience.