

## Career – orientation Fair

Kind of good practice  
Orientation/Guidance Day

Target group  
Pupils in career orientation process

### Description

Each year on a certain day as many companies as possible are invited to the school NMS Webling to present their companies and to talk to the pupils at a career-orientation fair. So in this protected setting students have the chance to get in contact with different companies and maybe, also their future employer.

### Aims

- To support pupils to find the right apprenticeship.
- To show pupils possibilities and different career pathways.
- To foster communication between pupils and enterprises and other schools.

Therefore different organisational planning and settings need to be done by a staff member of the school:

- Set a date.
- Send invitations to different businesses from the region and also other schools (keep the contact on a list for following years and the next career fair!).
- Try to get in contact with the businesses and schools personally for instants at other network events or meetings.
- Call all invited businesses and schools.
- Prepare the right place within your school and adapt it according to the needs of the companies and schools.
- Prepare your students: give them information in advance; let them find some interesting questions; tell them about the organisation and agenda of the day.
- And after the career fair: reflect the experiences and give extra information if needed.

The annual career guidance fair primarily supports the students in their decision making.

It is designed to give value to all partners: companies, students and the school itself. Students have already found through this career information fair trial courts as well as apprenticeships.

The experience with the professional orientation fair is for the school and the businesses as well as for the secondary schools very positive.

### Do's

- Prepare students for the event.
- Contact companies and schools personally.
- Invite as many different companies as possible, it doesn't matter if they are hiring at the moment or not, to show students different options.

### Don'ts

- Passive behaviour: companies and schools do not come without a proper invitation.
- Skip the follow up after the fair
- Take the acquisition of enterprises in the following year for granted.

### Further Information

NMS Webling | [www.nms-webling.at](http://www.nms-webling.at) | Graz, Austria