



Charlotte Career Discovery Day 2016 **guidebook** HELP SHEET

Download **guidebook** to mobile devices prior to Charlotte Career Discovery Day.
Search for the “Charlotte Career Discovery Day”



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Use this link to access a poster with directions for downloading:

Career Development Coordinator / Classroom Teacher Help Sheet

1. When entering the app, locate the homepage. (*Charlotte Career Discovery Day 2016* It has the sky line of Charlotte in the headline) Read the page and locate the **6 areas of career pathways** being featured at the year’s event.
2. Identify a **career pathway** you are most interested in learning more about.
3. Locate the **Sponsors** page – (*Make students aware that events like CCDD are not possible without corporate sponsors.*) Scan over the sponsor page and **locate** the **CMS** sponsor brief. Read the information and write three sentences to Mayor Jennifer Roberts and Superintendent Ann Clark for support this event.
4. Locate the **Supporters** page- Discuss the difference between a supporter and a sponsor; pick one supporter to learn more about.
5. Open the **Map** tab. Note the map is divided by zones. Take a few minutes to look at the map. Within the zones are tables with numbers. The map corresponds with the **Exhibitors** list. Click on the **HOT SPOTS**; they will be obvious as you scroll across the floor plan.
6. Note there are two **EXHIBITOR SECTIONS**. How are they different?
7. Navigate to the **Exhibitors Who Are Hiring** page. Are you interested in a summer job? If so, with which business/Exhibitor? Bring several copies of your resume if you are interested in applying for a job on the spot.
8. Return to the **Exhibitors** tab. There are over **100 Exhibitors** at this year’s event. Carefully scroll through the list to familiarize yourself with participants. Pick one **Exhibitor** (for example – *City of Charlotte Neighborhood and Business Services*) Open the tab. All exhibitor pages have the same layout. Tap on the gray area with the numbered tables and the **RED PIN**. How will this help you locate the exhibitor tables you are interested in visiting? Pick 3 **Exhibitors** you plan to visit. **Research the 3 companies, community partners or educational institutions you plan to visit. Write 4-5 interesting facts about each exhibitor.** Being prepared will make your experience more rewarding.
9. Several of the visiting colleges will be taking applications the day of the event. **IF YOU ARE INTERESTED IN APPLYING TO A COLLEGE BRING MULTIPLE COPIES OF YOUR UNOFFICAL TRANSCRIPT AND YOUR RESUME.**
10. Have a great time at Charlotte Career Discovery Day 2016.
11. Remember **PROFESSIONAL ATTIRE IS REQUIRED** for the event.
12. Complete the **Student Survey** after attending the event.



13. Use our hashtag on your favorite social media sites - **#CLTcareerday**



Charlotte Career Discovery Day 2016 Student **guidebook** Activity

Download the **guidebook** app from your mobile device app store.

1. When entering the app, locate the homepage. (*Charlotte Career Discovery Day 2016*) The sky line of Charlotte is in the headline) Read the homepage and list the **6 career pathways** featured at the year's event.

2. Which career pathway interests you most? _____

3. Locate the **Sponsors** tab. Scan over the sponsor tab and **locate** the **CMS** sponsor brief. Read the information. Locate the **Supporters** tab. How do you predict **supporters** are different than **sponsors**?

4. Open the **Map** tab. Note the map is divided by zones. Take a few minutes to look at the map. Within the zones are tables with numbers. **Click on the HOT SPOTS**; they will be obvious as you scroll across the floor plan. What happens?

5. Note there are two **Exhibitors tabs**. How are they different?

6. Navigate to the **Exhibitors Who Are Hiring** tab. Are you interested in a summer job? If so, with which business/**Exhibitor**? _____
Bring several copies of your resume if you are interested in applying for a job on the spot.

7. Return to the **Exhibitors tab**. There are over 100 **Exhibitors** at this year's event. Carefully scroll through the list to familiarize yourself with participants. Pick an **Exhibitor**.

Who did you pick? _____

Open the **Exhibitors tab**. Note the layout of the page. Tap on the gray area with the numbered boxes/tables. How will this help you during the event?



8. Pick 3 **Exhibitors** you plan to visit. Research the 3 companies, community partners or educational institutions. **Write 4-5 interesting facts about each exhibitor.** Being prepared for CCDD will make your experience more rewarding.

Exhibitor 1:

Exhibitor 2:

Exhibitor 3:

9. Note the participation of **colleges** under the **Exhibitors** tab. The following colleges will be taking applications at the event.

- **JCSU**
- **St. Augustine's**
- **Livingstone**
- **Kent State (will have this option)**
- **Winston-Salem State**
- **Bennett College**

If you are planning to apply to one or more of the colleges bring the items listed below. Bring multiple copies for submitting to ALL that interest you.

- Unofficial copies of your transcript
- Copies of SAT or ACT scores
- Copies of your resume
- 2 letters of recommendation (One may be from a high school guidance counselor or teacher and the other should be from a non-school related acquaintance)



10. Remember **PROFESSIONAL ATTIRE IS REQUIRED** for the event. What are you planning to wear?

If you are unsure if your chosen outfit is appropriate, talk with your CDC or teacher for advice.

11. Have a great time at **Charlotte Career Discovery Day 2016**. *BE courteous and thank the participants you interact with during the event. Remember you represent yourself and your school.*

12. Complete the **Student Survey** after attending the event.

13. Use our hashtag on your favorite social media sites ... **#CLTcareerday**