



## Career Guest Speaker Guideline

Thank you for being a Career Guest Speaker. Learning from career professionals is valuable to a student's career development. Please feel free to tell us about your own career development leading you to your current position; how you got started, what you learned along the way, what you know now and what you wished you knew when you started!

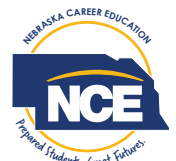
The NE Career Readiness Standards are employability skills needed in all workplaces. Students have been studying these in the classroom. In addition to speaking about the technical career skills unique to your specific job, please include how these skills are important to career success too.

For your consideration, the following table provides a list of the NE Career Readiness Standards aligned with suggested questions to address for each type of skill. By including some of these suggestions, you will help reinforce how these skills are important to career success. Thank you!

Career Readiness Standards	Suggested Questions for the Guest Speaker
1. Applies appropriate academic and technical skills	<ul style="list-style-type: none"> <li>Describe your education beyond high school (what was your program of study?).</li> <li>What are the training, education and certification requirements for entrance and advancement in your career field?</li> <li>How are you applying your education and training in your current position?</li> <li>How have the processes within your career field changed over time? What does the future look like?</li> </ul>
2. Communicates effectively and appropriately	<ul style="list-style-type: none"> <li>What customers do you communicate with most (internal, external, etc.)?</li> <li>How do you establish positive relationships with internal/external customers?</li> <li>How are listening skills an important communication skill in your career/job?</li> <li>How have you handled communicating with diverse groups of people (political viewpoints, ages, ethnicity, language, gender, subordinates and superiors, etc.)?</li> <li>How do you have to apply public speaking skills in your career field?</li> <li>How do you have to apply written communication skills in your career field (documents, emails, presentations, reports, etc.)?</li> </ul>
3. Contributes to employer and community success	<ul style="list-style-type: none"> <li>How do you make a positive difference and contribute to your employer's or the business's success?</li> <li>What happens if one does not comply with workplace policies or show professional etiquette?</li> <li>How does the success of your organization add to community success?</li> </ul>
4. Makes sense of problems and perseveres in solving them	<ul style="list-style-type: none"> <li>How do you and/ or your organization go about recognizing and solving problems?</li> <li>How do you persevere through situations when setbacks arise?</li> <li>Every employer is searching for employees with a good work ethic. Describe characteristics of proactive work ethics in your type of career.</li> <li>Explain a recent challenge you faced in the workplace and how you solved it.</li> </ul>

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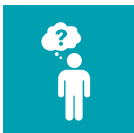
This project was funded through the Carl D. Perkins Career and Technical Education Act of 2006, administered through the Nebraska Department of Education. However, the contents do not necessarily represent the policy of the United States Department of Education, and you should not assume endorsement by the Federal Government.



## Career Readiness Standards

## Suggested Questions for the Guest Speaker

5. Uses critical thinking



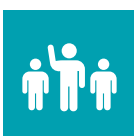
- In what instances would you need to analyze data or receive multiple perspectives in order to make informed decisions?
- Describe a situation in which you had to adapt to a change. How did you handle it? Would you do anything differently?

6. Demonstrates innovation and creativity



- How do you demonstrate innovation and creativity in your position?
- How does your organization promote and/or ensure continuous improvement?
- Describe some recent innovative ideas you or your company is working on.

7. Models ethical leadership & effective management



- Describe situations where you must display leadership skills.
- How do you enlist the support of others to accomplish a goal?
- What types of ethical situations arise in your workplace?
- What are the consequences of unethical behaviors?

8. Works productively in teams & demonstrates cultural competence



- How do you utilize individual talents and skills to accomplish a goal?
- How is conflict resolved in your workplace?
- What local, national, and/ or global issues are currently impacting your organization or profession?

9. Utilizes technology



- What advances in technology have affected or are affecting your profession?
- What policies or procedures are in place to ensure ethical use of technology in your workplace?

10. Manages personal career development



- Describe what students can be doing now to prepare themselves for a job in this career field.
- What do employers look for in potential candidates?
- What resume or interview tips do you have to share with students?
- What types of ongoing training or professional development are provided for you?
- How do you find good sources of professional development on your own? What are they?

11. Attends to personal and financial wellbeing



- Describe how maintaining physical and mental wellness as well as positive and personal relationships are important in the workplace.
- What types of financial and non-financial benefits are provided by your employer? (retirement planning, insurance, wellness programs, health center memberships, etc.)