



REAL INTERVIEWS.  
REAL OPPORTUNITIES.

## CAREER COACH/SCHOOL STAFF RESPONSIBILITIES

- ▶ COMPLETE SCHOOL COMMITMENT FORM
- ▶ PROVIDE TIME FOR STUDENT REGISTRATION
- ▶ CREATE AWARENESS OF DRAFT DAY
  - STUDENTS
  - OTHER EDUCATORS
  - PARENTS
- ▶ OVERSEE STUDENT REGISTRATION
- ▶ PREPARE STUDENTS FOR DRAFT DAY
  - ADMINISTER RESUME & LINKEDIN WORKSHOP (1)
  - ADMINISTER YOUSCIENCE ASSESSMENT
  - ADMINISTER INTERVIEW SKILLS WORKSHOP (2)
  - ADMINISTER MOCK INTERVIEW WORKSHOP (3)
- ▶ ENSURE STUDENTS HAVE ACCESS TO DRAFT DAY
  - SUPERVISION AT EVENT
  - BUS TO EVENT
  - AMPLE TIME FOR ARRIVAL AND DEPARTURE
- ▶ STUDENT NUMBER CONFIRMATION
- ▶ FINAL STUDENT ATTENDEE CONFIRMATION

### FOR MORE INFORMATION

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