



PATH to CAREERS

Use this handout as a guide to brainstorm what information to highlight on your business profile and what experiences you can offer to local school districts upon registration.

Business Registration Information

Registration on www.pathtocareers.org is simple! You'll be prompted to enter the following information.

1. Business Name, Address, County, and Website

2. Industry (You may select two.)

Options align with the PA Department of Education's Career Pathways. Main Career Pathway categories are listed below, greater detail is provided on the website.

- Arts & Communications
- Business, Finance, & Information Technology
- Engineering & Industrial Technology
- Human Services
- Science & Health

3. Departments (You may select all that apply to your business.)

- Accounting/Finance
- Customer Service
- Direct Care
- Human Resources
- Environmental Health/Safety
- Information Technology
- Manufacturing/Production/Operations
- Marketing
- Purchasing/Supply Chain Management
- Quality Assurance
- Research and Development
- Sales
- Other

4. Business Description

Provide narrative to help students and educators understand your company. For example, you might want to share what your company does, what your company is looking for in an outstanding employee, and what entry level jobs and career pathways are available.

5. Mission/Vision

6. Starting Wage (Optional)

7. Logo (.PNG or .JPEG file under 1 mb preferred)

8. Images and Photos (.PNG or .JPEG files; under 1 mb preferred. Optional but highly recommended.)

9. Video Links (YouTube links. Optional but recommended.)

10. Contact Information for your Selected Staff who will Receive and Respond to Communication from Educators (Only visible to registered school staff.)

- Name
- Phone Number
- Email
- Job Title



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Registering Career Exploration Experiences

Adding your company's available career experiences is simple! You'll be prompted to enter the following information for each career exploration activity you'd like to offer.

1. Experience Type (Select one.)

- Co-op
- Guest Speaker
- Industry Tour
- Internship
- Job Shadow
- Mentoring
- Mock Interviews
- Pre-Apprenticeship
- Summer Employment
- Volunteer Opportunity
- Other

2. Address Where the Experience Will Take Place

3. Start Date and End Date

If there is a specific timeframe in which you'll be able to offer the experience, outline it here and add any needed detail in a text box that is available.

4. Age/Grade Requirement

Please list any age and grade requirements educators and students should be aware of. While we understand age requirements may be in place for safety and other reasons, we hope you'll consider offering career experiences to students of all ages to increase their career awareness and help them find their spark!

5. Maximum Attendance

Please list how many students can attend the experience at one time.

6. Experience Timeframe

Enter any additional information regarding frequency of the experience, how long it will last, etc.

7. Departments (Check all that are related to the experience.)

- Accounting/Finance
- Customer Service
- Direct Care
- Human Resources
- Environmental Health/Safety
- Information Technology
- Manufacturing/Production/Operations
- Marketing
- Purchasing/Supply Chain Management
- Quality Assurance
- Research and Development
- Sales
- Other

8. Description

Explain what the student can expect, how to prepare and any requirements you want them to be aware of.

9. Images and Photos (.PNG or .JPEG files; under 1 mb preferred. Optional but highly recommended.)

10. Video Links (YouTube links. Optional but recommended.)

