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& Waukesha County

United Way's Technology United network wants to help connect students with local technology professionals through short videos. These videos will be available to teachers and United Way partner agencies so that students can learn more about technology careers from practicing technologists.

**ASK:** Identify one (or more employees) at your company to create a short video (5-7 minutes) answering career questions. A list of questions is provided below to choose from.

In addition, if you have any pre-existing corporate videos that can be shared externally, we would also like to share those with the students. If these can be found on your company website, please send the webpage link with directions on where to find the video(s) (if not easily located) to Brea at [bstevenson@unitedwaygmwc.org](mailto:bstevenson@unitedwaygmwc.org).

### **What's in this document?**

You can find:

1. Speaker Considerations
2. Intro and closing script for recorded video
3. List of questions for you to answer during your video – address questions that make the most sense to you
4. Video Recording Tips
5. Video Uploading Process

#### **1. Speaker Considerations**

- Relatable: early – mid career professionals
- Diversity: Different backgrounds, experience level (2 yr. degree and 4 yr. degree), race, gender,
- Connection: Confident, interesting, engaging speaker

#### **2. Intro & Closing Script for Video**

Please begin your video by saying something like:

*"Hi. My name is [your name] and I am the [job title] at [company]. I've been in this role for [months or years]. Today, I am going to share a little bit about [give an overview of what you are talking about: what do you do?, what skills are needed?, what is the pay?, see the list of questions below to tell the students what you think they should know about you/your job]*

Please wrap your video by saying something like:

*"Thanks for listening today. I hoped you enjoyed learning more about me and that I've inspired you to start thinking more about your future career path."*



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### 3. Video Questions

#### Describe your job:

1. What is your name, your place of employment, and your career title? How long have you worked in technology?
2. What are your company's products and services? What industry are you in? What other companies do you work with?
3. What is your job? Describe a typical day in the job. (Consider a short 5 min tour of your office or job site.) (Possibly this tour could be done with a separate short corporate video, or corporate tour video.)
4. How does what you do fit in with your company?
5. Do you have to solve problems or make decisions in your career? Provide an example.

#### Like / dislike about your job:

1. What do you like best about your career and company? What do you find most satisfying?
2. What is the hardest part of your job? Does your job stress you out? How much do you work? What don't you like about your career?
3. As part of your job, do you work cooperatively with other people, as part of a team? Explain.

#### Education, skills, job requirements:

1. How did you get your job? How did you get into this occupation?
2. What is the highest level of education needed for your position at your company? Where did you complete your education?
3. What types of classes should students take to prepare for this career field? What did you study in high school and college? Was college hard?
4. List three skills that are needed by someone in the profession.
5. List three soft-skills and/or good habits that help you in your job?
6. What are the entry level jobs in your career area? What are the job requirements to gain an entry level job in your field? What experience is needed to get into your job?
7. What soft skills or essential employability skills are important at work? (i.e. teamwork, communication, positive attitude, etc.)

#### Technology:

1. What kind of technology do you use or need to know how to use?
2. Does your job require programming? What technical careers don't require you to be a programmer?
3. What future technology are you expecting? How would that impact your job?



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**Salary:** What is the salary range for the typical worker in this position? What are the opportunities for advancement?

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Corporations may prefer that their HR or outreach staff answer these questions. They can potentially provide a corporate video, or corporate tour video as well. Then other technology staff can cover the career related questions. A range of technology staff from entry level to very experienced could be valuable for the students:

1. Do you have Internships at your company? Do they include high school students? Technical school students? College students?
2. How diverse is it at your company?
3. How hard is it to run a business? What do I need to start my own company?
4. How can high school students learn more tech subjects if they are not offered at their high school?

#### 4. Video Recording Tips:

1. Please leave some dead air (a few seconds) at the beginning and end of the video.
  - a. We will clean this up during the editing process.
2. Have someone record you or prop the phone on something so that it is steady.
3. Position the phone horizontally and at eye level.



4. Choose a location that has good lighting and minimal background noise.
  - a. Keep in mind air conditioners, TVs, sounds from other rooms.
  - b. Small, carpeted rooms work the best.
5. Don't talk too fast and speak loud enough so the mic picks up your message.
  - a. Note: Don't stand too far away from your phone so we can hear what you are saying.
6. Think about what you want to say and practice it before you record.
7. Use notes if you would like, but try to avoid looking away from the camera too much.

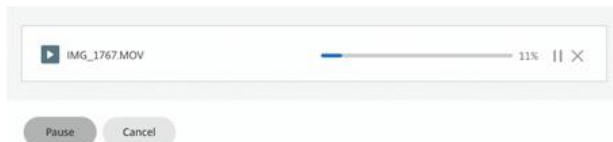


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8. Upload the video using the instructions below. We will edit the video, cleaning up the beginning and the ending (In other words, don't worry about pressing record and backing up from the camera. We will be able to edit that out.

## 5. Video Uploading Process:

1. Record your video on your phone.
2. Once you have completed the recording, watch it to make sure you are happy with the result.
1. Click on the following link: <https://unitedwaymilwaukee.sharefile.com/r-r95be97efdc49418cab2a456a99b7b7b0>
3. Select "Browse files" and select your video from your photo/video library on your phone and click done.



Drag files here

[Browse files](#)



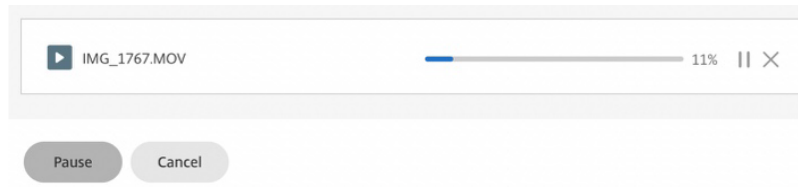
4. Next, click the "Upload" button.



5. You will see the video upload progress bar on your screen. (Keep in mind, this may take a while based on the size of your video.)



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6. After the upload is complete, you will see the word **Uploaded**. **Your upload is complete!**



7. Please email Brea @ [bstevenson@unitedwaygmwc.org](mailto:bstevenson@unitedwaygmwc.org) to let her know the video has been uploaded and include the speaker's name, company name and title of the speaker (as you would like it represented on the video description).