**What information does a business provide?**

*General information* describes the business to potential employees. Information includes a description of the company, occupations within the company, special skills and qualities desired in employees, and links to company web sites. It takes about 30 minutes for a business to enter the requested information into the data entry form.

*Volunteer information* lists services or activities employees are willing to participate in for the benefit of schools or the community.

**How do students and job seekers use the information?**

Thousands of young people and adults in Idaho will be able to view up-to-date business information through the Idaho CIS web site. Individual business information is linked to corresponding occupations and to industries that relate to the company’s mission.

**How does the Volunteer Exchange work?**

Idaho Career Connect provides an easy mechanism to link business people who are willing to volunteer with teachers and school personnel who are seeking volunteers. The volunteer information is made available to educators in their area through the Volunteer Exchange link on the Idaho CIS administration web site. This makes it easy for educators to find, request, and follow up with volunteers through our automated email system, and will help organize and track all business-related school-to-career activities in a local area.

**Volunteer activities currently included on the web site are divided into these three areas:**

- **School-based activities**
  - Guest speakers
  - Career days/fairs/expos
  - Readers and tutors
  - Mentors
  - Senior project advisors
  - Field-based investigation advisors
  - Enterprise advisors
  - Business site visits/industry tours

- **Work-based learning activities**
  - Job shadows
  - Informational interviews
  - Mock job interviews
  - Internships – paid and unpaid
  - Service learning/volunteer opportunities
  - Cooperative education worksites

- **Services for educators and schools**
  - Job Shadows for teachers
  - Educator externships
  - Advisory committee members
  - Donations of equipment
  - Staff development training

**Need more information?**

**Businesses:** for information on how to enter your business information into Idaho Career Connect, go online to http://idahocareerconnect.org/ or contact CIS.

**Educators:** for information on how to view business information or use the volunteer exchange, contact CIS.