

DEAR EDUCATOR AND VOLUNTEER,

As you implement *JA Job Shadow*®, we want you to be aware of the self-guided, on-demand digital resources available on JA Connect® to enhance and extend student learning. These bite-size learning activities average 5–10 minutes in length, are highly interactive, and are accessible via computer or mobile device at <https://connect.ja.org/work-career-readiness>. They may be used:

- As pre-program activities to help jump-start conversation.
- To practice concepts during your JA class sessions.
- As a follow-up for extended learning/practice.

All entry-level resources are available to any user. Intermediate and advanced resources require login (users can access with existing JA login or may self-register). Select the thumbnail image to go directly to the resource.

New resources are added frequently, so check back often. Examples of resources that align with *JA Job Shadow* include the following:



Work and Career Readiness



Go to connect.ja.org for more activities.

SESSION ONE: FINDING YOUR FUTURE



Match Strengths and Interests to Careers

■ ■ ■ Entry

Students learn about a personality test that can help them decide what type of job would suit them best and set them on the road to success.



What is Growth Mindset?

■ ■ ■ Entry

Students learn about growth mindset and how to identify it in themselves and others.



How to Develop a Growth Mindset

■ ■ ■ Entry

Students explore tips and examples to help them overcome fixed ideas and allow them to grow, learn, and overcome challenges.

SESSION TWO: CAREER EXPLORATION & INFORMATIONAL INTERVIEWS



Informational Interviews

■ ■ ■ Entry

Students learn about the benefits of informational interviews and get tips on how to get the most of an interview they've set up.



Setting Up Informational Interviews

■ ■ ■ Intermediate

Students learn how to conduct an informational interview, including tips for finding and contacting people in their field of interest, setting up meetings, and appropriate responses.



Preparing for Informational Interviews

■ ■ ■ Entry

Students explore the kinds of information they can ask for and create a list of questions they can print out and use in a real informational interview situation.

SESSION THREE: SITE VISIT



Note Taking for Informational Interviews

■ ■ ■ Advanced

Students learn about the best ways to take notes during an informational interview and put what they learn into practice.



Reflecting on Informational Interviews

■ ■ ■ Advanced

Students explore important questions to reflect on after an informational interview.



Make the Match

■ ■ ■ Entry

Students discover some key factors to consider when choosing among job offers through an interactive game.

SESSION FOUR: SITE VISIT REFLECTION



Collecting Evidence of Transferable Skills

■ ■ ■ Entry

Students learn to identify and describe "transferable" skills that will help them land a job.



Crafting Your Resume

■ ■ ■ Entry

Students learn how to recognize key features of a resume and explore resume formatting options.



Preparing to Talk About Yourself

■ ■ ■ Advanced

Students learn why interviewers ask questions like, "Tell me about yourself," and prepare to answer them by telling stories that highlight their strengths.



Effective Profile Statements

■ ■ ■ Intermediate

Students explore what makes great formal and informal profile statements and then craft their own versions.

SESSION FIVE: INTERVIEWING FOR A JOB



Understanding Interviewing

■ ■ ■ Entry

Students learn how interviews work and discover how they can benefit from the job interview process.



Preparing for a Winning Interview

■ ■ ■ Entry

Students learn nine tips to ace a job interview.



Dressing for Interviews

■ ■ ■ Entry

Students learn three different ways of dressing for an interview and discover how appearance impacts their chances for landing the job.

SESSION SIX: JOB SHADOW PREP



Owning the Interview

■ ■ ■ Intermediate

Students learn key tips for rocking a job interview and then decide whose interview styles are most likely to win the job in this game-style activity.



Interview Etiquette

■ ■ ■ Entry

Students learn how to prepare for an interview, positively present themselves when they walk in, and answer questions appropriately.



What is Collaboration?

■ ■ ■ Entry

Students explore different situations in which teamwork is the key to success.

SESSION SEVEN: JOB SHADOW EXPERIENCE



How Collaboration Works

■ ■ ■ Intermediate

Students learn the five stages of collaboration, how each functions, and why they are all important to the collaborative process.



Effective Team Behavior

■ ■ ■ Intermediate

Students observe and make recommendations about which employees have the traits they need to support collaboration, resolve conflicts, and lead by example.

SESSION EIGHT: JOB SHADOW REFLECTION & CAREER PLANNING



Responding to Failure

■ ■ ■ Intermediate

Students discover tips and techniques for responding positively to failure.