



JA Job Shadow[®]

JA Job Shadow is a comprehensive experience that helps students design an individualized career path. Supporting blended as well as self-guided activities, *JA Job Shadow* provides a design-thinking structure for career exploration.

Students develop a deep understanding of their talents, interests, and values through a career interest assessment. The result is a broad list of career possibilities. Through informational interviews, students narrow down the list to identify their top potential career opportunities. They interact with professionals in a workplace site visit and during a multihour job shadow experience in a career area of interest. Reflection and analysis move students toward their target career or back to their list to explore another option.



PROGRAM HIGHLIGHTS

- Personalized approach to career planning for students
- Flexible implementation based on local need
- Extensive self-guided learning experiences
- Real-world view of the workplace, including off-site and on-site contact with professionals
- Current career-planning tools to enhance networking skills, interview skills, and online profiles

This program is part of the JA Work and Career Readiness Pathway and is designed for Grades 9–12. The program can be completed in two parts, each with 6 or more ICH based on delivery of the optional content. The program includes teacher-led content, and volunteers are required for the workplace site visit as well as for the job shadow experience.



OUTLINE OF SESSIONS

■ Site Visit Sessions

SESSION ONE: FINDING YOUR FUTURE

Students find out what to expect during the program. They learn about the design-thinking approach called Design for Delight and begin to examine their own career interests and motivations. They also learn about Career Clusters and take a personal career assessment.

SESSION TWO: CAREER INFORMATIONAL INTERVIEWS

Students discuss their top three career choices. They prepare to conduct informational interviews during the upcoming site visit, as well as with professionals in their fields of interest. They create an elevator pitch to describe themselves positively to potential employers.

SESSION THREE: SITE VISIT

Students visit a local company for a tour, Human Resources presentation, informational interviews, and a series of learning activities.

SESSION FOUR: SITE VISIT REFLECTION

Students analyze and share their responses to their site visit and informational interview experiences and write a professional thank you note. They begin to develop a resume and online profile. They also research additional informational interview subjects and potential job shadow opportunities.

■ Job Shadow Experience Sessions

SESSION FIVE: INTERVIEWING FOR A JOB

Students explore appropriate and inappropriate job interview behavior. They become familiar with common job interview questions and techniques and practice mock interviews. They adapt their accomplishments into stories to tell on job interviews.

SESSION SIX: JOB SHADOW PREP

Students conduct research into the company, employees, and industry in which they will be job shadowing. They develop a list of questions to ask and prepare for the logistics of the day.

SESSION SEVEN: JOB SHADOW EXPERIENCE

Independently, students “shadow” a professional to gain insights about the day-to-day responsibilities and environment in a chosen career.

SESSION EIGHT: JOB SHADOW REFLECTION

Students will share observations from their independent job shadow experiences and consider their personal career paths in light of those experiences. They write professional thank you notes to their hosts.