



# JA Job Shadow™

## Program Overview

*JA Job Shadow* prepares students to be entrepreneurial thinkers in their approach to work. Students will acquire and apply the skills needed in demanding and ever-changing workplaces.

Following participation in the program, students will be able to:

- Recognize career clusters and potential job positions and understand the importance of researching the requirements needed to earn a position.
- Develop job-hunting tools, such as networking, resumes, and interviewing skills.
- Identify the next steps needed in their personal career preparation.

## Session Overviews and Objectives

<p><b>Session One: Before the Job Hunt</b> Students are introduced to the <i>JA Job Shadow</i> program and the Seven Steps to Get Hired and Succeed. Through a close examination of specific skills and career clusters, they learn the key factors to investigate in career planning: skills, interest, work priorities, and job outlook.</p>	<p><b>Objectives</b> Students will be able to:</p> <ul style="list-style-type: none"> <li>• Recognize career clusters that match their skills and interest.</li> <li>• Demonstrate self-awareness of their soft skills in work scenarios.</li> </ul>
<p><b>Session Two: Perfect Match</b> Students review the Seven Steps to Get Hired and Succeed and analyze job-hunting skills. They then participate in mock interviews to prepare for the Job Shadow Challenge at the site visit.</p>	<p><b>Objectives</b> Students will be able to:</p> <ul style="list-style-type: none"> <li>• Review methods of identifying job openings.</li> <li>• Demonstrate professional interviewing skills.</li> <li>• Express expectations for the upcoming site visit.</li> </ul>
<p><b>Session Three: Next Steps</b> Students reflect on what they learned before and during the site visit, and they practice business communication by composing a thank-you note. They then create one of four career-preparation tools: a career assessment, an elevator pitch, a resume, or an infographic profile.</p>	<p><b>Objectives</b> Students will be able to:</p> <ul style="list-style-type: none"> <li>• Evaluate personal priorities based on their site-visit experience.</li> <li>• Showcase identified skills.</li> <li>• Apply program knowledge to at least one of four career-preparation tools—career assessment, elevator pitch, resume, or infographic profile.</li> </ul>

## Program Basics

- Includes three sessions plus a Job Shadow site visit recommended for high school students.
- Average time for each session is 45 minutes and includes a site-visit experience of at least three hours.
- Materials are downloadable and include detailed session plans for the site-coordinator, students, and teacher.
- Provides instructions to begin using Kuder® Navigator. Kuder Navigator, provided by Junior Achievement, is an online educational and career planning system designed primarily for today's middle school and high school students.
- Session-specific, student-friendly downloads increase student interaction and emphasize JA's experiential approach to learning.
- Correlates well to state social studies and English standards, as well as to the Common Core State Standards in English/Language Arts.

## Program Concepts and Skills

*JA Job Shadow* enhances students' learning of the following concepts and skills:

**Concepts**— Career assessment, Career clusters, Career planning, Elevator pitch, Infographic profile, Interests, Job hunting, Job interview, Job outlook, Networking, Professional and ethical behaviors, Resume, Skills, Thank you notes, Work priorities

**Skills**— Analyze and apply data, Business Communication, Creativity and innovation, Follow written instructions, Formulate answers from personal experience, Identify behaviors, Interviewing, Oral and written communication, Organize information, Present information, Read a variety of sources for information, Role-play, Self-assessment, Technical writing, Work collaboratively