

## DEAR EDUCATOR AND VOLUNTEER,

As you implement *JA Job Shadow*, we want you to be aware of new, self-guided, on-demand digital resources available 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 basic-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](https://connect.ja.org)  
for more activities.

## FINDING YOUR FUTURE



### Match Strengths and Interests to Careers

- Basic
- ✓ Career Development



### What Is a Growth Mindset?

- Basic
- ✓ Critical & Analytical Thinking
- ✓ Creativity



### How to Develop a Growth Mindset

- Basic
- ✓ Critical & Analytical Thinking
- ✓ Creativity

## CAREER EXPLORATION AND INFORMATIONAL INTERVIEWS



### Informational Interviews

- Basic
- ✓ Career Development
- ✓ Engaging Communication
- ✓ Interpersonal Skills



### Setting Up Informational Interviews

- Basic
- ✓ Career Development
- ✓ Engaging Communication
- ✓ Interpersonal Skills



### Preparing for Informational Interviews

- Basic
- ✓ Career Development
- ✓ Engaging Communication
- ✓ Interpersonal Skills

## JOBSITE VISIT



### Note-Taking for Informational Interviews

- Basic
- ✓ Engaging Communication
- ✓ Interpersonal Skills



### Reflecting on Informational Interviews

- Basic
- ✓ Career Development
- ✓ Engaging Communication
- ✓ Interpersonal Skills



### Make the Match

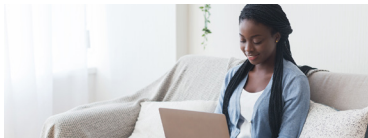
- Advanced
- ✓ Career Development
- ✓ Critical & Analytical Thinking
- ✓ Decision Making

## JOBSITE VISIT REFLECTION



### Collecting Evidence of Transferable Skills

- ■ ■ Basic
- ✓ Career Development
- ✓ Engaging Communication



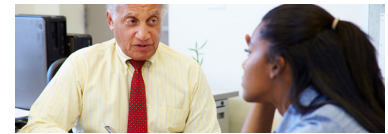
### Effective Profile Statements

- ■ ■ Intermediate
- ✓ Career Development
- ✓ Engaging Communication
- ✓ Decision Making



### Crafting Your Resume

- ■ ■ Advanced
- ✓ Career Development



### Preparing to Talk About Yourself

- ■ ■ Advanced
- ✓ Career Development
- ✓ Creativity
- ✓ Engaging Communication

## INTERVIEWING FOR A JOB



### Understanding Interviewing

- ■ ■ Basic
- ✓ Career Development
- ✓ Engaging Communication
- ✓ Cultural Agility
- ✓ Interpersonal Skills



### Preparing for a Winning Interview

- ■ ■ Basic
- ✓ Career Development
- ✓ Interpersonal Skills
- ✓ Cultural Agility



### Dressing for Interviews

- ■ ■ Basic
- ✓ Career Development
- ✓ Interpersonal Skills
- ✓ Decision Making



### Owning the Interview

- ■ ■ Intermediate
- ✓ Career Development
- ✓ Interpersonal Skills

## JOB SHADOW PREP



### Interview Etiquette

Basic

- ✓ Career Development
- ✓ Collaboration
- ✓ Engaging Communication
- ✓ Cultural Agility
- ✓ Interpersonal Skills



### What Is Collaboration?

Basic

- ✓ Collaboration

## JOB SHADOW EXPERIENCE



### How Collaboration Works

Basic

- ✓ Collaboration



### Effective Team Behavior

Intermediate

- ✓ Collaboration

## JOB SHADOW REFLECTION & CAREER PLANNING



### Responding to Failure

Intermediate

- ✓ Critical & Analytical Thinking
- ✓ Creativity
- ✓ Self-Direction
- ✓ Problem Solving
- ✓ Career Development