

DEAR EDUCATOR AND VOLUNTEER,

As you implement *JA It's My Job*, 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 It's My Job* include the following:



Work and
Career Readiness



Go to connect.ja.org
for more activities.

COMMUNICATING ABOUT YOURSELF



What Is a Growth Mindset?

- Basic
- ✓ Critical & Analytical Thinking
- ✓ Creativity



How to Develop a Growth Mindset

- Basic
- ✓ Critical & Analytical Thinking
- ✓ Creativity



Collecting Evidence of Transferable Skills

- Basic
- ✓ Career Development
- ✓ Engaging Communication



What Is Collaboration?

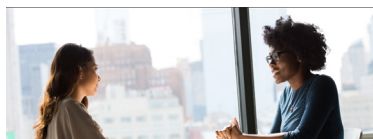
- Basic
- ✓ Collaboration



Effective Team Behavior

- Intermediate
- ✓ Collaboration

INTERVIEWING



Understanding Interviewing

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



Preparing for a Winning Interview

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



Dressing for Interviews

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

INTERVIEWING (CONT.)




Interview Etiquette

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




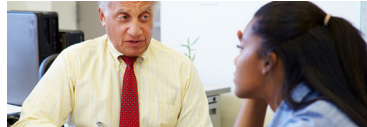
Owning the Interview

-  Intermediate
 - ✓ Career Development
 - ✓ Interpersonal Skills




Polish Your Personal Brand

-  Intermediate
 - ✓ Career Development
 - ✓ Interpersonal Skills




Preparing to Talk About Yourself

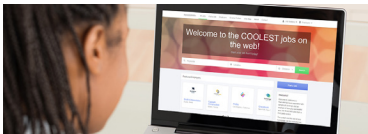
-  Advanced
 - ✓ Career Development
 - ✓ Creativity
 - ✓ Engaging Communication



Answering Difficult Questions

-  Intermediate
 - ✓ Career Development
 - ✓ Cultural Agility

APPLICATIONS AND RESUMES




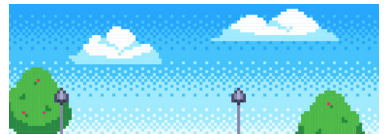
Introduction to Job Search Tools

-  Basic
 - ✓ Career Development



Digital Ethics

-  Basic
 - ✓ Engaging Communication
 - ✓ Self-Direction



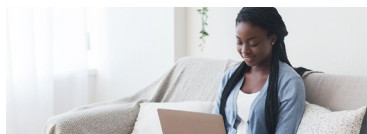
Practice Using a Job Search Tool

-  Intermediate
 - ✓ Career Development



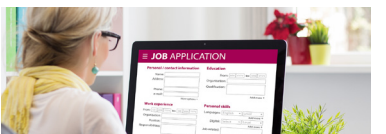
Understanding Job Postings

-  Intermediate
 - ✓ Career Development




Effective Profile Statements

-  Intermediate
 - ✓ Career Development



Online Job Applications

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



Crafting Your Resume

-  Advanced
 - ✓ Career Development