



# JA Job Shadow™

## High School

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 One: Before the Job Hunt**

Students are introduced to the *JA Job Shadow* 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.

### **Session Two: Perfect Match**

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.

### **Session Three: Next Steps?**

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.

### **Key Learning Objectives**

The students will be able to:

- Recognize career clusters that match their skills and interest.
- Demonstrate self-awareness of their soft skills in work scenarios.

### **Key Learning Objectives**

The students will be able to:

- Review methods of identifying job openings.
- Demonstrate professional interviewing skills.
- Express expectations for the upcoming site visit.

### **Key Learning Objectives**

The students will be able to:

- Evaluate personal priorities based on their site-visit experience.
- Showcase identified skills.
- Apply program knowledge to at least one of four career-preparation tools.



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### 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, 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 for information, Role-play, Self-assessment, Technical writing, Work collaboratively

*JA programs are correlated to Arizona's College and Career Ready Standards in English Language Arts and Mathematics and Arizona K-12 Academic Standards in Social Studies. Additional national correlations can be found at [www.ja.org](http://www.ja.org).*