



JA You're Hired™

High School

JA You're Hired is a Junior Achievement of Arizona program designed to promote career readiness in young people. It has two components: a preparatory classroom curriculum and the *JA You're Hired Challenge*. Participating teachers and volunteers deliver 5-10 career development sessions. These lessons are preparation for the *JA You're Hired Challenge* where students participate in workshops and competitions. This tiered approach helps students further develop their abilities to communicate, solve problems, and lead.

Session One: Skills In Demand

Students learn about transferable skills and the skills in demand in the global job market. They are introduced to a resume that uses entry-level components.

Session Two: What Your Resume Says About You

Students will examine what a resume is and learn how to create one that is unique to their personal experience and future goals. This lesson is designed for the first-time job seeker or high school student seeking an internship or a similar entry-level position

Session Three: Writing A Cover Letter

Students learn about the importance of a cover letter and are introduced to the components of a cover letter.

Session Four: Preparing for Interview Success

Students learn how to locate open positions and utilize research to prepare to answer potential interview questions. This lesson also teaches students how to make a positive, strong first impression and how to successfully close an interview.

Session Five: The Interview

Students will learn how to participate in and follow up on an interview. Through role play, students will discover the importance of giving clear and concise responses to questions and concluding the interview with a positive and lasting impression.

Key Learning Objectives

The students will:

- Identify transferable skills and skills that are in demand in the workplace.
- Evaluate their skills.
- Use identified skills to begin research for an entry level resume.

Key Learning Objectives

The students will:

- Analyze their skills, characteristics, experiences, and career aspirations.
- Create a draft resume that reflects educational history, work experience, scholarships, awards, and achievements in a professional manner.

Key Learning Objectives

The students will:

- Identify the basic components of a cover letter.
- Create a simple cover letter.

Key Learning Objectives

The students will:

- Learn how to find job openings and research potential employers.
- Prepare for the interview by anticipating questions.
- Make a strong first impression at the interview.
- How to close an interview to leave a positive impression.

Key Learning Objectives

The students will:

- Learn common mistakes to avoid during an interview.
- Practice behavioral interviewing.
- Close interview with a strong sales pitch.
- Follow up in a professional manner

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Session Six: Business Communications

Students will explore how business communications skills can help them resolve conflict in the workplace and understand how their personal values affect their decisions.

Key Learning Objectives

The students will:

- Practice public speaking.
- Recognize common responses to conflict.
- Respond to workplace situations.
- Identify individual values.

Session Seven: 30 Seconds to Success

Students will explore how business networking can help them in their job search. They will learn how to prepare a 30 second personal brand “Elevator Speech” that can be used in networking situations such as mixers and social events.

Key Learning Objectives

The students will:

- Learn the basics of business networking.
- Build an effective 30 second commercial.
- Make a strong first impression.

Session Eight: Business Networking

Students will practice networking through an activity where they communicate needs and assets in hopes of being able to exchange goods and services. They learn that by putting the interests of others first, they can build a strong business network quickly.

Key Learning Objectives

The students will:

- Be able to explain the benefits of business networking to their professional careers.
- Identify approaches to business.
- Analyze factors that influence human behavior.

Session Nine: Dress for Success

Students learn about different dress codes used in the workplace such as uniform, business casual and professional dress. They will explore how their own perceptions are impacted by appearance and learn about the dress requirements for the *JA You're Hired Challenge event*.

Key Learning Objectives

The students will:

- Recognize appropriate and inappropriate work attire.
- Understand different companies and industries have specific dress codes.
- Determine appropriate dress for a variety of professional situations.

Supplemental Session: Ethics Under Pressure

Students answer ethics questions and compare their responses to a national poll, sponsored by Junior Achievement and Deloitte. Students engage in role-playing scenarios to practice ethical decision-making in situations where there is pressure to act unethically.

Key Learning Objectives

The students will:

- Define ethics.
- Recognize, analyze, and apply ethical standards when facing pressure to be unethical.

Supplemental Session: Choose Your Professional Attitude

Students learn that maintaining a positive attitude in the face of negativity or apathy from other employees is part of a good work ethic.

Key Learning Objectives

The students will:

- Express their responsibility to project positive attitudes on the job.
- Apply proactive strategies for reversing negative attitudes among teammates.

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.