



JA You're Hired™

High School

JA You're Hired is a Junior Achievement of Arizona program designed to promote work readiness in young people comprised of two parts: a preparatory in-class curriculum and the JA You're Hired Challenge. Participating teachers and volunteers deliver 5-7 work readiness lessons. These lessons prepare students to participate in the JA You're Hired Challenge. This tiered approach helps students further develop their professional and leadership skills.

SESSION ONE: RESUMES—THE GOOD, THE BAD AND THE UGLY

Students learn how the skills they are currently developing in school can be used to create a professional entry level resume that emphasizes their personal experience and goals.

Students will be able to:

- Identify transferable skills
- Evaluate their personal skills
- Analyze identified skills, characteristics and experiences
- Use identified skills on a resume

SESSION TWO: PREPARING FOR INTERVIEW SUCCESS

Students learn how to use research to prepare for an interview, and explore the impact of first impressions.

Students will be able to:

- Research potential employers
- Prepare for the interview by anticipating questions
- Determine appropriate dress for an interview
- Make a strong first impression at the interview

SESSION THREE: BE AN INTERVIEW STAR

Students will learn how to use the STAR technique to answer questions in a behavior-based interview, to provide clear and concise responses. Students will learn how to successfully close an interview, leaving a positive impression.

Students will be able to:

- Identify common interviewing mistakes
- Use the STAR technique to respond to behavior-based questions
- Communicate their skills and strengths effectively in an interview
- Follow up in a professional manner

SESSION FOUR: 60 SECONDS TO SUCCESS

Students will learn how to prepare a 60 second personal Elevator Pitch that can be used in networking situations such as mixers, social events and job interviews.

Students will be able to:

- Understand the basics of creating a professional “fast pitch” or elevator pitch
- Build an effective elevator pitch
- Make a strong first impression

SESSION FIVE: BUSINESS NETWORKING

Students will learn effective networking behaviors to connect with others, and how putting the interests of others first, they can build a strong business network quickly.

Students will be able to:

- Explain the benefits of business networking
- Identify different ways to network online and through professional groups
- Engage in business networking

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SESSION SIX: STOP! COLLABORATE AND LISTEN (Optional)

Students will explore how communication and innovation are used by teams to solve problems in a work environment.

Students will be able to:

- Identify personal, predominant personality traits and how it effects communication
- Recognize how to communicate with different personalities
- Practice using problem solving to create solutions to existing challenges
- Practice public speaking
- Work as part of a team to resolve a challenge using individual strengths and communication skills

SESSION SEVEN: CONFLICT MANAGEMENT (Optional)

Students will explore communication tools that can help them effectively resolve workplace conflicts. Students will consider how their personal values and ethics can affect their decision-making

Students will be able to:

- Communicate more effectively both verbally and non-verbally
- Recognize common positive and negative responses to conflict
- Avoid and respond to conflict in the workplace
- Incorporate ethics and values into their decision-making process
- Practice public speaking

Additional Online Resources:

Junior Achievement® has worked with OneMain Financial and the Citi Foundation to create an online portal for students to explore their futures and put their careers on the express track. It is called

JA My Way™

JA My Way™ is designed to help student find a great career, learn about saving and budgeting, and find out how students can start a business. This free resource uses personality tests, interactive online games, assessment tools and educational resources to provide teens with helpful information in a fun and engaging way.

Students can log on and create a personalized account to explore these resources:

www.jamyway.org

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.

