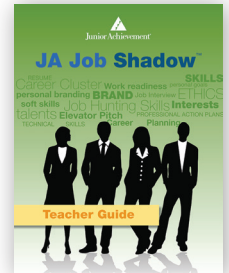


## JA Job Shadow™

*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 Titles and Summaries:

1

#### **Session One: Before the Job Hunt (In-class; teacher taught)**

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, interests, work priorities, and job outlook.

2

#### **Session Two: Perfect Match (In-class; teacher taught)**

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.

3

#### **Site Visit (Site-based; led by company staff)**

Students visit a business or nonprofit organization, where they observe professional work conduct, learn what skills and education they need to earn jobs, and participate in a series of host-led challenges that bring home lessons from the “real world” of work.

4

#### **Session Three: Next Steps (In-class; teacher taught)**

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, elevator pitch, resume, or infographic profile.



Join Junior Achievement’s national network of more than 213,000 volunteers and help students in your community connect the dots between what they learn in school and the “business of life” — work readiness, entrepreneurship, and financial literacy.

### JA’s Turn-Key Volunteer Solution:

#### Personalized Placement

JA works with you to ensure you teach at the location and grade level of your choice.

#### Comprehensive Training

JA staff provides training so you are comfortable visiting the classroom. You will be trained in classroom management, understanding and delivering the JA curriculum, working with the classroom teacher, and communicating effectively with students.

#### Minimal Time Commitment

The time commitment is minimal compared to the significant impact you make. High school grade-level classes include seven 45-minute sessions.

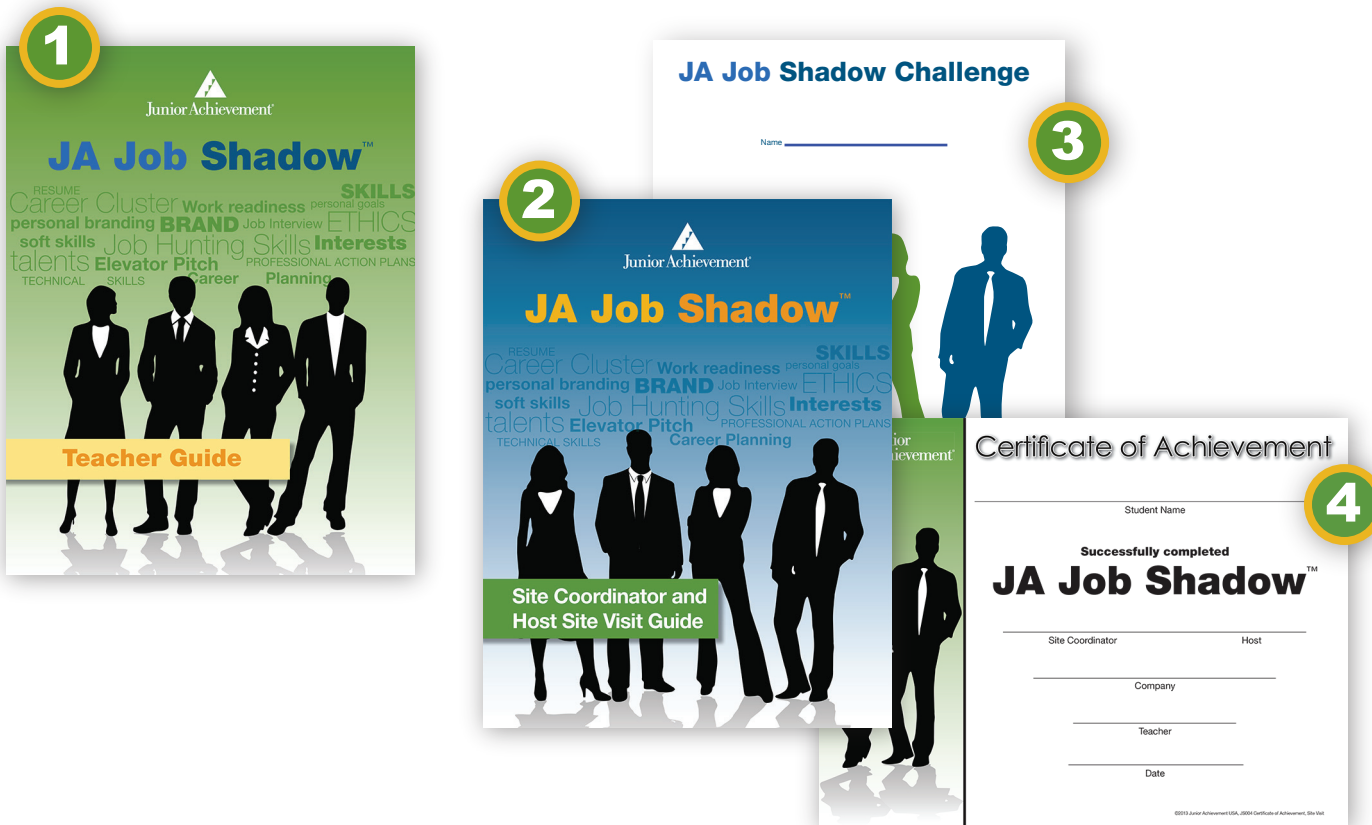
And, JA provides you with a kit containing all of the session plans and student materials you’ll need to make every minute count.

#### JA Staff Follow-Up and Support

JA staff is available to answer your questions or make suggestions pertaining to your volunteer assignment.

# JA Job Shadow™

What does it take to get and keep a job in an increasingly competitive job market? This classroom and site-based program prepares students to be entrepreneurial thinkers and encourages them to develop personal strategies to pursue lifelong learning and career opportunities. Presented below are components of the program.



- 1 Teacher Guide**  
 Provides session plans, teaching tips, and talking points. Also included are master copies of student materials for each session.
- 2 Site Coordinator and Host Site Visit Guide**  
 Provides hosts and site coordinators with detailed instructions and a schedule for the site visit.
- 3 JA Job Shadow Challenge handout**  
 Students complete various challenges during their site visit. (Master copy is included in the Site Coordinator and Host Site Visit Guide.)
- 4 Certificate of Achievement**  
 Given to students in recognition of their participation. (Master copy is included in the Site Coordinator and Host Site Visit Guide.)