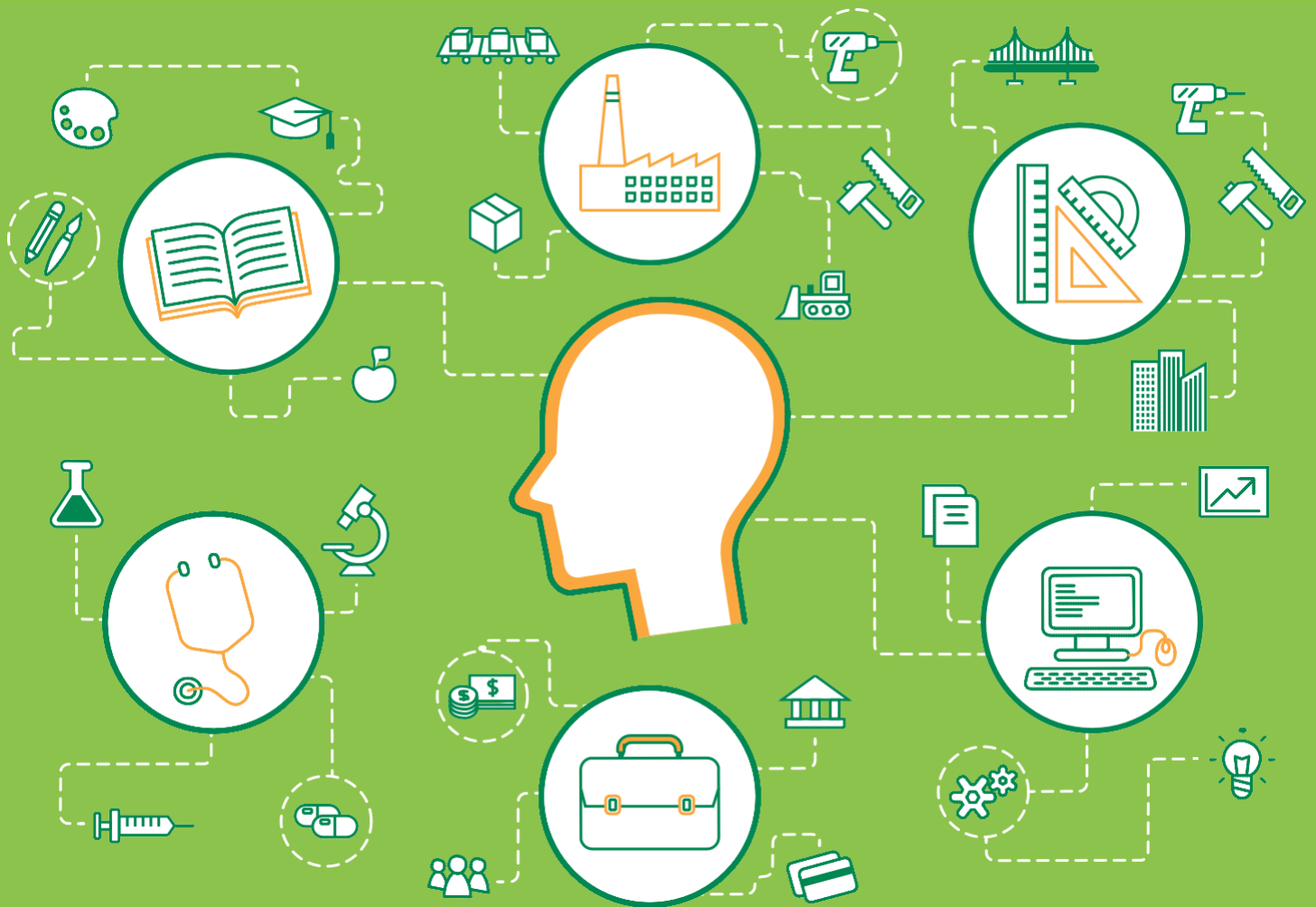


# JA Inspire Virtual Career Fair

Student Workbook, High School



NAME \_\_\_\_\_

DATE \_\_\_\_\_



# JA Inspire Virtual Career Fair

Student Workbook, High School

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Junior Achievement USA®

Colorado Springs, Colorado

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# Table of Contents

|  |           |
|--|-----------|
| <b>Before the Fair</b> . . . . .                                 | <b>1</b>  |
| How Do You Use This Workbook? .....                              | 1         |
| Welcome! .....   | 1         |
| What Do You Hope to Get out of the Day? .....                    | 2         |
| Self-Knowledge Assessment Activities: What Sets You Apart? ..... | 2         |
| <b>The Day of the Fair</b> . . . . .                             | <b>9</b>  |
| Career Fair Schedule and Planning .....                          | 9         |
| <b>After the Fair</b> . . . . .                                  | <b>10</b> |
| Self-Reflection: Capture Your Learning.....                      | 10        |
| Personal Career Action Plan .....                                | 11        |
| Wrap-Up .....  | 13        |
| <b>Appendix 1</b> . . . . .                                      | <b>14</b> |
| Career Clusters Chart .....                                      | 14        |



# Before the Fair

## How Do You Use This Workbook?

- To help prepare for the career fair
- To keep notes from the interviews during the fair
- To reflect on and follow up after the fair

## Welcome!

Dear Career Seeker,

Welcome to the **JA Inspire Virtual Career Fair!**

During the time you participate, you will hear from a variety of businesspersons who will speak about their careers and discuss the education, training, and academic skills they apply on the job.

The businesspersons who have volunteered their time understand that you are preparing for your future. They understand that one day you will apply the knowledge and skills you have learned in school today to the workplace, and work with people from many cultures.

**To get the most from the fair, there are a few things you can do:**

- Before the fair, think about what subjects and activities you enjoy in school, and complete the self-assessment section of the workbook.
- Look at the May 21 Live Interview Lineup and recorded video resources and identify at least 2-3 you would like to listen to. You can record those using the table on Page 6 of this Workbook.
- Complete **the Self-Knowledge: Capture Your Learning** and **Personal Career Action Plan** sections to help you start a plan for your future.

## What Do You Hope to Get out of the Day?

We hope that the **JA Inspire Virtual Career Fair** will help you begin to consider the opportunities available to you in the world of work.

Take a minute and write what you hope to come away with after participating in the **JA Inspire Virtual Career Fair**.



**There are a lot of things you will want to consider before attending the fair.**

What kinds of jobs are out there? What do you want to do? What are you absolutely not interested in doing? Would you like a career working with technology?

## Self-Knowledge Assessment Activities: What Sets You Apart?

A helpful first step in deciding a **career** path is to take an inventory of you—your unique abilities, interests, work preferences, and values. Knowing what you do best will help you decide which career you may want to explore.

What are...

Your abilities or skills?

Your interests?

Your work preferences?

Your values?

When considered together, these traits or characteristics form a picture of you as a worker. Knowing these things about yourself can help you decide what type of work you will enjoy.

Your **abilities or skills** are the things you do well. Can you fix things, play a musical instrument, create a Web page, or cook? In what subjects do you make good grades: math, English, art, business, physical education? If you asked a friend, how would he or she describe you?

### KEY TERMS

**Careers** the many jobs people work during their lives

**Abilities or skills** the things you do well

**Interests** the things you like doing

**Work preferences** how you feel about what you do and the conditions under which you work

**Values** the ideals or standards that are important to you

Your **interests** are the things you like doing. What topics, concepts, or things interest you? What are your activities and hobbies? Do you enjoy making music, exploring science, meeting people, or selling things? Are you happiest when working outdoors?

Your **work preferences** are how you feel about on-the-job activities and the conditions under which you work. Do you like to work alone or with others? Would you prefer to work with things or ideas? Do you want to be the boss or would you prefer to carry out someone else's directions? Do you prefer a set routine or a job with challenging problems to solve every day? Do you want to work for a business or create your own?

Your **values** are the ideals that are important to you. What matters to you? Would you prefer a job that pays well or one that pays less but benefits the community? What other things are important to you? Responsibility, independence, power, the opinion of others? Or would you value a job in which you can be creative, help others, or add to the world's knowledge?

Now that you know more about these traits, fill in the following abilities, interests, work preferences, and values self-assessments.

## DISCOVER YOUR FUTURE

Place an X in the box that best describes your ability or skill level in each area.

**Your Abilities Chart**

| Abilities or Skills   | Strong | Average | Weak |
|---|--------|---------|------|
| <b>Artistic:</b> drawing, decorating, designing   |        |         |      |
| <b>Administrative:</b> operating office machines, collecting information, record keeping                                  |        |         |      |
| <b>Mathematical:</b> working with numbers, math concepts, logics  |        |         |      |
| <b>Language Arts:</b> reading, writing, using correct language skills   |        |         |      |
| <b>Leadership or Coaching:</b> leading group activities, getting things started, having people look to you for help       |        |         |      |
| <b>Mechanical:</b> working with cars, machines, or tools; repairing things; understanding how machines work               |        |         |      |
| <b>Musical:</b> singing, playing an instrument, composing, dancing  |        |         |      |
| <b>Persuasive:</b> talking easily with people, influencing people effectively, running for elected office, selling things |        |         |      |
| <b>Scientific:</b> understanding scientific ideas, conducting field studies or lab experiments                            |        |         |      |

(continued)

### Your Abilities Chart (continued)

| Abilities or Skills   | Strong | Average | Weak |
|---|--------|---------|------|
| <b>Social:</b> working well with people, helping children   |        |         |      |
| <b>Spatial Relations:</b> seeing differences in size and shape, seeing how items relate to each other |        |         |      |
| <b>Teaching:</b> helping others learn, showing others how to do things                                |        |         |      |
| <b>Other:</b>   |        |         |      |
| <b>Other:</b>   |        |         |      |
| <b>Other:</b>   |        |         |      |

List what you believe are your three strongest abilities:

---

Listed below are 11 basic interest areas. Rate them to discover what you know about yourself and what you have been told by family and friends. Put an X in the box that describes how you rate each interest.

### Your Interests Chart

| Interests   | You Like...  | Related Career  | Great | Slight | None |
|-------------|--|---|-------|--------|------|
| Outdoors    | Working outside most of the time, working with animals or plants, exploring rain forests and woodlands | Farmer, forester, ranger, athletic coach, agricultural or mining engineer, construction worker        |       |        |      |
| Mechanical  | Working with machines, tools, engines; fixing things   | Automotive mechanic, carpenter, machinist, repair person, plumber                                     |       |        |      |
| Mathematics | Working with numbers, math concepts, logic   | Computer programmer, accountant, cashier, payroll specialist, math teacher, statistician, stockbroker |       |        |      |
| Science     | Curing disease, analyzing and solving problems, doing experiments, helping save natural resources      | Chemist, doctor, physicist, engineer, optician, electronics worker, inventor                          |       |        |      |

(continued)

### Your Interests Chart (continued)

| Interests                 | You Like...  | Related Career   | Great | Slight | None |
|---------------------------|--|--|-------|--------|------|
| <b>Influencing Others</b> | Educating people about important issues, learning about other cultures and countries, selling things and ideas | Lawyer, politician, entrepreneur, teacher, advertising executive, boss                                       |       |        |      |
| <b>Arts</b>               | Doing creative work; designing; working with color, paints, and materials                                      | Artist, actor, hair stylist, architect, clothing designer, interior decorator, illustrator, textile designer |       |        |      |
| <b>Literary</b>           | Reading and writing  | Writer, editor, historian, librarian, news reporter, professor   |       |        |      |
| <b>Music</b>              | Composing and performing   | Composer, singer, conductor, performer, choir director, music teacher  |       |        |      |
| <b>Social Service</b>     | Providing service to others; helping children, families, and the elderly                                       | Nurse, school or employment counselor, social worker, firefighter, psychiatrist                              |       |        |      |
| <b>Legal</b>              | Enforcing, interpreting, or investigating laws; solving mysteries  | Lawyer, paralegal, judge, customs inspector, FBI/CIA agent, police officer                                   |       |        |      |
| <b>Administrative</b>     | Organizing, being precise and accurate, coordinating events  | Administrative assistant, editor, project manager  |       |        |      |
| <b>Other:</b>             |  |  |       |        |      |
| <b>Other:</b>             |  |  |       |        |      |
| <b>Other:</b>             |  |  |       |        |      |

List what you believe are your three strongest interests:

---



How do you like to work? Another way to think about careers is to consider the working conditions for different jobs. Put an X in the box you think best describes your preferences for a working environment.

### Your Work Preferences Chart

| Work Preferences                                     | Like Very Much | Just Okay | Do Not Like |
|--|----------------|-----------|-------------|
| Working with people                                  |                |           |             |
| Working independently                                |                |           |             |
| Working with machines, tools, or computers           |                |           |             |
| Working with numbers, analytics, data, or statistics |                |           |             |
| Doing something different every day                  |                |           |             |
| Doing the same thing every day                       |                |           |             |
| Giving directions                                    |                |           |             |
| Taking orders  |                |           |             |
| Creating something new (new ideas or inventions)     |                |           |             |
| Doing physical work (construction, gardening)        |                |           |             |
| Wearing a uniform                                    |                |           |             |
| Traveling a lot                                      |                |           |             |
| Working at home                                      |                |           |             |
| Doing work that involves some risk                   |                |           |             |
| Working in an office                                 |                |           |             |
| Working outdoors or on a job site                    |                |           |             |
| Working in a large city                              |                |           |             |
| Working on a deadline                                |                |           |             |
| Working with a dress code                            |                |           |             |
| Having job security                                  |                |           |             |
| Making high-stress decisions                         |                |           |             |
| Working in a calm, quiet work space                  |                |           |             |
| Other:   |                |           |             |
| Other:   |                |           |             |

List your top three work preferences:

---

Personal values can include personal achievement, public service, status, or being around people who are open and honest. How would you want people to describe you at work? Put an X in the box you think best describes your values.

### What You Value Chart

| Values  | Very Important | Important | Not Important |
|---|----------------|-----------|---------------|
| <b>Variety:</b> a job with different and interesting tasks  |                |           |               |
| <b>Physical activity:</b> a job that requires movement and strength                                       |                |           |               |
| <b>Respect:</b> a job where your work is recognized   |                |           |               |
| <b>Service to others:</b> a job helping the community   |                |           |               |
| <b>Money:</b> a job that earns high pay   |                |           |               |
| <b>Personal satisfaction:</b> a job that makes you feel proud about your work                             |                |           |               |
| <b>Wisdom:</b> a job where people look to you for answers or advice                                       |                |           |               |
| <b>Fame:</b> a job where you can sing or act, play an instrument, write music or plays, dance, or perform |                |           |               |
| <b>Challenge:</b> a job that pushes you to the limits of your ability                                     |                |           |               |
| <b>Creativity:</b> a job that depends on ideas  |                |           |               |
| <b>Enjoyment:</b> a job that makes you happy  |                |           |               |
| <b>Time:</b> a job that requires no overtime  |                |           |               |
| <b>Power/leadership:</b> a job where you're the boss  |                |           |               |
| <b>Independence:</b> a job where you are free to get the work done in a way that works best for you       |                |           |               |
| <b>Time off:</b> a job that has unlimited vacation time as long as the work gets done                     |                |           |               |
| <b>Volunteerism:</b> a job that allows you time to volunteer for your favorite causes                     |                |           |               |
| <b>Inspired:</b> a job that leaves you wanting to do more   |                |           |               |
| <b>Other:</b>   |                |           |               |
| <b>Other:</b>   |                |           |               |

List your top three values: \_\_\_\_\_

Look at all things you discovered about yourself in the exercises. What type of career do you think you would like to know more about? Write it in the box.

## ONLINE ASSESSMENT OPTION

### Discover Your Future

If your teacher recommends it, you can take an online assessment of your abilities and interests. Knowing what you discovered about yourself in the exercises can help you decide on what's best for you to do in the world of work. Junior Achievement invites you to take advantage of these online tools to guide you on your career journey.

### Registration Choices

If you're over 14 years old, check out the **JA Career Profiler Assessment** by Truity—a fun, informative way to separate what you like from what you dislike. The personal analysis takes about 20 minutes to help you find a career that best suits your interests, skills, and values. Enjoy discovering your passions and your purpose! Go to <http://japrofile.org>.

**O\*NET Interest Profiler**, an online tool developed by the U.S. Department of Labor, is available to all users and takes about 5 minutes to complete. O\*NET career exploration provides useful information you can use to identify your strengths, the kind of work you like to do, and what you deem important. Use the assessment to identify the education and training needed for careers that interest you and their salaries, and find jobs that are in high demand. Go to <https://www.mynextmove.org/explore/ip>.



# The Day of the Fair

## Career Fair Schedule and Planning

Speakers I Want to Listen to – Plan at least 2-3

| Job Title | Company | Live Interview Time or Recording |
|-----------|---------|----------------------------------|
| 1.        |         |                                  |
| 2.        |         |                                  |
| 3.        |         |                                  |
| 4.        |         |                                  |
| 5.        |         |                                  |
| 6.        |         |                                  |
| 7.        |         |                                  |



# After the Fair

## Self-Reflection: Capture Your Learning

Immediately after the fair, spend some time thinking about what you experienced and how it might affect your future. You will not have all the answers, but you will have a start to better understanding a possible direction that will be meaningful to you.

Who did you hear from that impressed you the most? (profession, age, company)

What were the most surprising things you learned?

What motivated the speakers you heard from?

What frustrations did the speakers share about their jobs?

What questions would you like to ask that you didn't get the chance to ask?

What is your biggest takeaway today?

What career are you excited to dig deeper into?

## Personal Career Action Plan

Set a “SMART” goal to find out all you can about the careers that interest you. If you already know your career goals, target the specific education and skills you will need. If you are still looking for the career path that’s right for you, record the things you observed at the **JA Inspire Virtual Career Fair**.

The careers that interest me today:

- 1.
- 2.
- 3.

**To find out more, I will:**

- Reach out to professionals in the field.
- Research colleges or trade schools that teach the job skills I’ll need.
- Research careers online.
- Seek an internship.
- Talk to my school’s career counselor.

## EDUCATION

Careers often have a minimum education requirement. How much education do you think you will need to begin your first career job? If you have not chosen a career, select the minimum you think you will need.

- High School Diploma
- 2 years of college or technical school (Associate’s Degree or Certification)
- 4 years of college (Bachelor’s Degree)
- 5+ years of college (Advanced Degree)

### SMART GOAL

**Specific:** What will you accomplish?

**Measurable:** How will you know when you have reached your goal?

**Attainable:** Is achieving your goal realistic? Do you have the resources you need?

**Relevant:** What does this goal mean to your life?

**Time-bound:** When is the end date?

## PERSONAL GOAL

Two things I can do today to help me reach my educational goal (for instance, attending college fairs, researching and applying for scholarships):

- 1.
- 2.

Help I will need reaching my goal:

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## JUNIOR ACHIEVEMENT ONLINE CAREER RESOURCES

Junior Achievement online resource apps will help you create and build a career goal. They are available at <https://www.juniorachievement.org/web/ja-usa/apps>, Google Play, and the Apple App Store to help you with your career goals.

### JA My Way™

**JA My Way** is designed to help you find a great career, learn about saving and budgeting, and discover how to start a business. This free resource uses personality tests, online games, assessment tools, and educational resources to provide you with helpful information on topics that are important to you. Visit <https://www.jamyway.org>.

### JA Access Your Future®

**JA Access Your Future** is an app that helps you break down the costs of achieving your career goals into real, easy-to-understand numbers. It helps you explore potential future income from a desired career and evaluate the cost of post-secondary education. You can assess more than 100 careers, see what levels of education are required, and calculate the cost of education. You can then adjust the level of money you and your parents may contribute, combined with student loans you may need. The app is available on Google Play and Apple.

### JA Assembling Your Career™

**JA Assembling Your Career** provides practical information about STEM careers and ways for middle and high school students to prepare for these high-demand careers while still in school. Access the app at <https://www.juniorachievement.org/s3/apps/STEM/index.html>.

## Wrap-Up

Here are some things you can do today to help you develop the positive work habits and skills you'll need for tomorrow's world of work.

- Get involved. Join a club or youth organization; participate in a sport or outdoor activity (for example, Boy Scouts, Girl Scouts, 4-H, local community center, or youth group).
- Take part in family activities and events.
- Sell something (for example, lemonade, school fundraisers, crafts).
- Take up a hobby.
- Travel.
- Volunteer.
- Learn a new computer skill or foreign language.
- Take risks. Try new activities that may lead to new learning.
- Do daily chores or family responsibilities without complaining.
- Work summer or part-time jobs (for example, babysitting, lawn mowing, working for a family business).
- Earn a certificate, license, or permit (for example, CPR license, work permit, fishing license, babysitting training certificate).



# Appendix 1

## Career Clusters Chart

|  |  |  |   |
|--|--|--|---|
| <p><b>Agriculture, Food, and Natural Resources</b></p> <ul style="list-style-type: none"> <li>• Animal Breeder</li> <li>• Biochemist</li> <li>• Environmental Engineer</li> <li>• Farmer</li> <li>• Fisherman</li> <li>• Florist</li> <li>• Game Warden</li> <li>• Mining Engineer</li> <li>• Park Ranger</li> </ul> | <p><b>Architecture and Construction</b></p> <ul style="list-style-type: none"> <li>• Architect</li> <li>• Carpenter</li> <li>• Civil Engineer</li> <li>• Construction Worker</li> <li>• Contractor</li> <li>• Electrician</li> <li>• Environmental Designer</li> <li>• Landscaper</li> <li>• Painter</li> <li>• Plumber</li> <li>• Surveyor</li> </ul> | <p><b>Arts, Audio/Video, Technology, and Communications</b></p> <ul style="list-style-type: none"> <li>• Actor</li> <li>• Ad Executive</li> <li>• Artist</li> <li>• Broadcaster</li> <li>• Cinematographer</li> <li>• Digital Media Specialist</li> <li>• Graphic Designer</li> <li>• Interior Designer</li> <li>• Journalist</li> <li>• Photographer</li> </ul> | <p><b>Business, Management, and Administration</b></p> <ul style="list-style-type: none"> <li>• Administrative Assistant</li> <li>• Entrepreneur</li> <li>• Financial Assistant</li> <li>• Human Resource Manager</li> <li>• Marketing Director</li> <li>• Office Manager</li> </ul>  |
| <p><b>Education and Training</b></p> <ul style="list-style-type: none"> <li>• College Professor</li> <li>• Corporate Trainer</li> <li>• Counselor</li> <li>• Librarian</li> <li>• Principal</li> <li>• Sign Language Interpreter</li> <li>• Teacher</li> </ul>   | <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Accountant</li> <li>• Bank Teller</li> <li>• Bookkeeper</li> <li>• Economist</li> <li>• Executive</li> <li>• Financial Planner</li> <li>• Insurance Agent</li> <li>• Loan Officer</li> <li>• Stockbroker</li> <li>• Tax Preparer</li> </ul>   | <p><b>Government and Public Administration</b></p> <ul style="list-style-type: none"> <li>• Bank Examiner</li> <li>• Emergency Management Director</li> <li>• Homeland Security Manager</li> <li>• Intelligence Agent</li> <li>• Legislator</li> <li>• Public Administration Supervisor</li> </ul>   | <p><b>Health Science</b></p> <ul style="list-style-type: none"> <li>• Administrator</li> <li>• Criminologist</li> <li>• Dentist</li> <li>• Dietitian</li> <li>• Medical Doctor</li> <li>• Medical Transcriptionist</li> <li>• Nurse</li> <li>• Paramedic</li> <li>• Physical Therapist</li> <li>• Sociologist</li> <li>• Veterinarian</li> <li>• Vision Care Assistant</li> </ul> |
| <p><b>Hospitality and Tourism</b></p> <ul style="list-style-type: none"> <li>• Chef</li> <li>• Hotel Clerk</li> <li>• Hotel Manager</li> <li>• Lifeguard</li> <li>• Recreation Director</li> <li>• Travel Agent</li> <li>• Waiter</li> </ul>   | <p><b>Human Services</b></p> <ul style="list-style-type: none"> <li>• Cosmetologist</li> <li>• Day Care Worker</li> <li>• Hairstylist</li> <li>• Personal Financial Adviser</li> <li>• Preschool Teacher</li> <li>• Psychologist</li> <li>• Social Worker</li> </ul>   | <p><b>Information Technology</b></p> <ul style="list-style-type: none"> <li>• Computer Programmer</li> <li>• Database Manager</li> <li>• Multimedia Producer</li> <li>• Network Administrator</li> <li>• Software Engineer</li> <li>• Technical Writer</li> <li>• Web Designer</li> </ul>  | <p><b>Law, Public Safety, and Security</b></p> <ul style="list-style-type: none"> <li>• Attorney</li> <li>• Court Reporter</li> <li>• Firefighter</li> <li>• Judge</li> <li>• Military Officer</li> <li>• Paralegal</li> <li>• Police Officer</li> <li>• Private Investigator</li> </ul>  |
| <p><b>Manufacturing</b></p> <ul style="list-style-type: none"> <li>• Boat Builder</li> <li>• Computer Integration Technician</li> <li>• Jeweler</li> <li>• Machinist</li> <li>• Major Appliance Repair Technician</li> <li>• Manufacturing Engineer</li> <li>• Mechanic</li> <li>• Welder</li> </ul>                 | <p><b>Marketing, Sales, and Service</b></p> <ul style="list-style-type: none"> <li>• Customer Service Representative</li> <li>• Fashion Marketer</li> <li>• Home Inspector</li> <li>• Public Relations Specialist</li> <li>• Real Estate Appraiser</li> <li>• Sports and Entertainment Marketer</li> </ul>   | <p><b>Science, Technology, Engineering, and Mathematics</b></p> <ul style="list-style-type: none"> <li>• Astronomer</li> <li>• Biologist</li> <li>• Chemical Engineer</li> <li>• Computer Engineer</li> <li>• Drafter</li> <li>• Electrical Engineer</li> <li>• Food Scientist</li> <li>• Mathematician</li> <li>• Meteorologist</li> </ul>                      | <p><b>Transportation, Distribution, and Logistics</b></p> <ul style="list-style-type: none"> <li>• Airline Pilot</li> <li>• Air Traffic Controller</li> <li>• Astronaut</li> <li>• Bus Driver</li> <li>• Flight Attendant</li> <li>• Locomotive Engineer</li> <li>• Ship Captain</li> <li>• Truck Driver</li> </ul>   |

# Notes