

# JA Inspire Virtual Career Fair

Student Workbook, Middle School



NAME \_\_\_\_\_

DATE \_\_\_\_\_



# JA Inspire Virtual Career Fair

Student Workbook, Middle School

Copyright ©2019

Junior Achievement USA®

Colorado Springs, Colorado

All rights reserved. Any text of this publication, or any part thereof, may not be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, storing in an information-retrieval system, or otherwise, except in the course of conducting a registered Junior Achievement USA® class or with the permission of the publisher.

First Edition 2019

# 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
What Sets You Apart? .....	2
<b>The Day of the Fair</b> . . . . .	<b>6</b>
Career Fair Schedule and Planning .....	6
<b>After the Fair</b> . . . . .	<b>7</b>
Reflection Exercise: Capture Your Learning .....	7
Personal Career Action Plan .....	8
Wrap-Up .....	10
<b>Appendix 1</b> . . . . .	<b>11</b>
Career Clusters Chart .....	11



# Before the Fair

## How Do You Use This Workbook?

- To help prepare for the career fair
- To keep notes from what you hear and interactions 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 Reflection Exercise: 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.

**STEP 1.** Take a minute and write what you hope to come away with after attending the **JA Inspire Virtual Career Fair**.



**STEP 2.** There are a lot of things you will want to consider before attending the fair.

What kinds of jobs are out there? What am I good at? What do I love to do? What are my hobbies? What am I absolutely not interested in doing? Do I like to work with my hands? Do I want to use computers in my **career**? Do I want to create or build things? Do I want to work on a team or alone?

## What Sets You Apart?

You have unique abilities, interests, and values. These traits will allow you to work comfortably and confidently or may cause you to be unhappy if the job is not to your liking. If you have a natural inclination toward one field, you'll learn more quickly and enjoy the work. Likewise, attempting to work in a job where you have little interest or ability will more than likely cause unhappiness and stress.

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?

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 **values** are the ideals that are important to you. What matters to you? What do you want to be known for? What is it about you that makes a positive impression? Would you prefer a job that pays well or one that pays less but benefits the community? What other things are important you? Responsibility, independence, power, the opinion of others? Or would 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

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

value a job in which you can be creative, help others, or add to the world's knowledge? Other examples of values include personal achievement, public service, status, or being around people who are open and honest. How do you want people to describe you?

### STEP 3. SELF-ASSESSMENT ACTIVITY 1: THIS IS ME

Answer the questions to help prepare for the fair.

How would your best friends describe you?

What adjectives would you say best describe you? Check the boxes that apply.

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Accurate      | <input type="checkbox"/> Hard working  | <input type="checkbox"/> Respectful   |
| <input type="checkbox"/> Ambitious     | <input type="checkbox"/> Helpful       | <input type="checkbox"/> Responsible  |
| <input type="checkbox"/> Brave         | <input type="checkbox"/> Honest        | <input type="checkbox"/> Sensitive    |
| <input type="checkbox"/> Cheerful      | <input type="checkbox"/> Honorable     | <input type="checkbox"/> Sincere      |
| <input type="checkbox"/> Colorful      | <input type="checkbox"/> Independent   | <input type="checkbox"/> Smart        |
| <input type="checkbox"/> Compassionate | <input type="checkbox"/> Imaginative   | <input type="checkbox"/> Strong       |
| <input type="checkbox"/> Confident     | <input type="checkbox"/> Kind          | <input type="checkbox"/> Successful   |
| <input type="checkbox"/> Cooperative   | <input type="checkbox"/> Knowledgeable | <input type="checkbox"/> Talented     |
| <input type="checkbox"/> Creative      | <input type="checkbox"/> Likeable      | <input type="checkbox"/> Team player  |
| <input type="checkbox"/> Dependable    | <input type="checkbox"/> Loyal         | <input type="checkbox"/> Thoughtful   |
| <input type="checkbox"/> Determined    | <input type="checkbox"/> Mature        | <input type="checkbox"/> Tolerant     |
| <input type="checkbox"/> Encouraging   | <input type="checkbox"/> Motivated     | <input type="checkbox"/> Tough        |
| <input type="checkbox"/> Energetic     | <input type="checkbox"/> Organized     | <input type="checkbox"/> Trustworthy  |
| <input type="checkbox"/> Enthusiastic  | <input type="checkbox"/> Peaceful      | <input type="checkbox"/> Unusual      |
| <input type="checkbox"/> Fair          | <input type="checkbox"/> Persuasive    | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Flexible      | <input type="checkbox"/> Positive      | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Friendly      | <input type="checkbox"/> Productive    | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Funny         | <input type="checkbox"/> Professional  |                                       |
| <input type="checkbox"/> Generous      | <input type="checkbox"/> Proud         |                                       |
| <input type="checkbox"/> Gentle        | <input type="checkbox"/> Punctual      |                                       |

What in-school activities do you enjoy most?

Circle your academic strengths.

Science Math English Foreign Languages Social Studies Technology Fine Arts

What talents make you stand out?

#### STEP 4. SELF-ASSESSMENT ACTIVITY 2: A JOB FOR ME

Use this activity to help you consider the kinds of things you would value in a future job. Take time to consider what is important to you, what you could live without, and what you could not tolerate in a work environment.

Place a **H** next to things you hope to find in a job. Place a **T** next to the things you could tolerate in a job. Place an **R** next to the things you would reject in a job.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> work with a team                   | <input type="checkbox"/> work in politics     | <input type="checkbox"/> help with poverty                        |
| <input type="checkbox"/> help save natural resources        | <input type="checkbox"/> work from home       | <input type="checkbox"/> work for a big company                   |
| <input type="checkbox"/> innovate a good or service         | <input type="checkbox"/> sell things          | <input type="checkbox"/> coordinate events                        |
| <input type="checkbox"/> treat people's illnesses           | <input type="checkbox"/> write reports        | <input type="checkbox"/> work outdoors                            |
| <input type="checkbox"/> solve mysteries                    | <input type="checkbox"/> work in a garden     | <input type="checkbox"/> learn about other cultures and countries |
| <input type="checkbox"/> explore rain forests and woodlands | <input type="checkbox"/> help people          | <input type="checkbox"/> develop new techniques and processes     |
| <input type="checkbox"/> coordinate events                  | <input type="checkbox"/> make things neat     | <input type="checkbox"/> manage people                            |
| <input type="checkbox"/> learn about history                | <input type="checkbox"/> do experiments       | <input type="checkbox"/> help animals                             |
| <input type="checkbox"/> create art                         | <input type="checkbox"/> educate young people | <input type="checkbox"/> earn money                               |
| <input type="checkbox"/> work for myself                    | <input type="checkbox"/> build bridges        |   |

Look at all things you discovered about yourself in the activities. 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 activities 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 five 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

## Reflection Exercise: Capture Your Learning

Immediately after the fair, spend some time thinking about who you heard from 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, 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’s 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:

---

---

---

## 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, 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