



JA JobSpark[®]

Materials

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- A green silhouette of a human head in profile, facing right. Inside the head, there are various icons representing different industries and professions, including gears, a wrench, a hammer, a pencil, a lightbulb, a factory, a medical cross, and a graduation cap.
- Advanced Manufacturing, Engineering & Logistics
 - Agriculture, Food & Natural Resources
 - Architecture, Engineering & Construction
 - Business & Finance
 - Government, Law & Public Service
 - Health & Life Sciences
 - Hospitality & Tourism
 - Technology

2017

Student Workbook

When our young people know
where they are going, we all advance.

Never underestimate the power
unleashed by a single spark!

Junior Achievement of Central Indiana Mission

Junior Achievement (JA) of Central Indiana empowers young people to own their future success. Junior Achievement educates young people in the areas of career exploration, work readiness, entrepreneurship, financial literacy and philanthropy through hands-on, experiential learning opportunities for children in Preschool through High School.

Junior Achievement of Central Indiana is fully committed to the following core values:

- Belief in the boundless potential of young people
- Commitment to the principles of market-based economics and entrepreneurship
- Passion for what we do and honesty, integrity and excellence in how we do it
- Respect for the talents, creativity, perspectives and backgrounds of all individuals
- Belief in the power of partnership and collaboration
- Conviction in the educational and motivational impact of relevant, hands-on learning

JA JobSpark Overview

JA JobSpark is a Junior Achievement program that combines classroom learning with a hands-on career expo for 8th grade students. A coalition of educators and industry leaders, led by Junior Achievement of Central Indiana, implements the program. At the center of the work is a career expo that is massive, measured both in square feet and impact. JA JobSpark is a part of Junior Achievement's career-readiness curriculum that has been delivered to many of the students throughout their academic experience, beginning in elementary school. The curriculum and the JA JobSpark career expo are meant to "spark" an interest in students and get them excited for their future.

Upon completion of the curriculum, students will have real insights into the industries that interest them, the skills needed and the education required. At the expo students have the opportunity to interact with professionals from eight industry clusters and utilize actual equipment through hands-on activities. JA JobSpark introduces students to a variety of professions and industries allowing them to better understand what it takes to get a job and develop a career. When a student has a real idea of what he or she wants to do after high school, that student is much more likely to stay in school and graduate. When graduates enter their next phase prepared and motivated—be it college, skilled trade, or national service—Indiana schools pay less to remediate and Indiana employers can draw from a larger pool of workers ready to contribute from day one.

1A: Indiana Career Explorer Career Assessment Instructions

Registration:

1. Go to www.IndianaCareerExplorer.com and click **"Create an Account"** in the upper right corner of the page.
2. On the Create a New Account page, select I am **"a junior high or high school student"**. Click the **"Next Steps"** button.
3. Select **"I need to create an account"** and **"I am a student"** then complete the Step 1 required fields. Select your current grade level and your high school graduation year. Enter your school name in the Site, Center, or Organization field. After identifying your school name click **"Next Step"**
4. Complete Step 2 of the registration process by entering your first name, last name, your ZIP Code, Birth Date, Gender and email address or phone number. Click **"Next Step"**
5. Complete Step 3 of the registration process by entering a Desired Username, Password, Confirm Password, select a Security Question and enter a Security Answer.

Write down your username and password in the space provided for future reference.

Username: _____
Password: _____

6. Complete Step 4 by indicating if you are Hispanic or Latino and your race. Read the terms and conditions. If you agree to them, check the box next to **"I have read and agree to the terms and conditions of use."**
7. Click **"Sign me up"** to complete the process.

Indiana Career Explorer Home Page:

Once you have created your account, you will be directed to your Indiana Career Explorer home page to access the system's tools and resources. Your home page also provides a link to your checklist, job search tools, recommended links and account information.

Taking an Assessment

The first step in the educational and career planning process is learning about yourself. Click on and complete the **"Kuder Career Interests Assessment."** Next, complete the **"Kuder Skills Confidence Assessment."** Once you complete the assessments, use your results and other available tools to support your ongoing education and career exploration and planning.

Logging In

To reenter your account, go to www.IndianaCareerExplorer.com and click **"Sign In"** in the top right corner. Sign in using your username and password.

1B: Naviance Career Assessment Instructions

1. Go to www.naviance.com
2. Click "**Sign-in**", in the top right corner of the screen. Then click "**Students and Families**" in the drop down option.
3. Enter the ZIP Code of your school and click the search icon.
4. In the list of results, click the name of your school. You will be directed to your school's welcome page.
5. Enter your username and password and click "**Log-In**".
6. If you have not registered before, click the "**I need to register**" link in the top right corner of the page and ask your teacher or guidance counselor for your username and password.
7. Once you have logged in, please go to the:
Careers tab at the top of the page
 - Go to what are my Interests, click on "**Do What You Are**" and then start the assessment (if this is an available option at your school).
 - This test will help you determine your personality type and what potential careers match with your personality.Go to Careers
 - Take the "**Career Interest Profiler**". This assessment will help you determine what your skills, abilities, and interests are and match you with potential careers and/or possible majors in college.Go to Careers
 - Take the "**Cluster Finder**".
 - This assessment will combine your activities, school subjects and personal qualities and match you with potential careers/majors in college. Add careers and career clusters to your list (careers > explore careers and clusters).
8. After you finish all of the career assessments you can then click on different careers that you match up with and begin researching them.

1C: Career Assessment Reflection

My top 3 career pathways/career clusters were...

My reaction to these results is...

Based on these results, I have these questions...

2B: JA JobSpark Career Clusters



Advanced Manufacturing, Engineering & Logistics

Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering. Planning, management and movement of people, materials and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.



Agriculture, Food & Natural Resources

The production, processing, marketing, distribution, financing and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture and other plant and animal products/resources.



Architecture, Engineering & Construction

Careers in designing, planning, managing, building and maintaining the built environment.



Business & Finance

Planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business management and administration career opportunities are available in every sector of the economy. Planning, services for financial and investment planning, banking, insurance and business financial management.



Government, Law & Public Service

Executing governmental functions to include governance; national security; foreign service; planning; revenue and taxation; regulation; management and administration at the local, state and federal levels. Planning, managing and providing legal, public safety, protective services and homeland security, including professional and technical support services.



Health & Life Sciences

Planning, managing and providing therapeutic services, diagnostic services, health informatics, support services and biotechnology research and development.



Hospitality & Tourism

Hospitality and Tourism encompasses the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services. Designing, producing, exhibiting, performing, writing and publishing visual and performing arts and entertainment services.



Technology

Building linkages in IT occupations framework: for entry level, technical and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services.

Enhanced Learning Opportunity A: Crafting the Elevator Pitch

NAME: _____

It's important to think about what you want to say before you deliver your elevator pitch. Use the space below to brainstorm answers to the following questions to prepare some possible ideas for your elevator pitch.

Tell me more about yourself:

What matters to you? _____

What are you good at? _____

What do you have to offer to a potential employer? _____

What interests you? _____

What do you want to be remembered for doing? _____

If you asked a friend, how would he or she describe you?

What is one thing people should know about you?

Tell me about your dream job:

What types of things are you doing? _____

Where are you working? _____

Who or what are you working with? _____

What is the job title? _____

Using your responses to some of the questions above, pretend that a friend's parent has offered to talk to you about career opportunities. Use the space below to craft the elevator pitch that you would share with them. Remember to include the following information: Your name, what your dream job is and why it is your dream job, and skills or interests that you have that will contribute to your success in the job.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Enhanced Learning Opportunity B: Personal Image and Workplace Scenarios

Responsibility | *I take personal responsibility for my actions.*

One hour before I am scheduled to be at work, my ride cancels on me. I am responsible to find a way to work, even if it is inconvenient or uncomfortable for me.

Perseverance | *I can persevere (stay the course) even when conditions are unpleasant.*

I was up for a promotion. I believe I was the best candidate, but my company gave the promotion to someone else. I can persevere and still keep a positive attitude and do my job well.

Initiative | *I take initiative when necessary without being told by others.*

I was given four hours to complete a task at work. I was almost done after two hours when a coworker told me to slow down or the boss would just give me more work. I took the initiative to finish up that task early and then took care of other work that needed to be done.

Leadership | *I can demonstrate leadership when it is needed.*

My coworkers were loudly complaining about work and gossiping about other coworkers while customers were nearby. I persuaded them to talk about a more positive subject and lower the volume of their conversation.

3A: JA JobSpark Tips for Students

MAKE SURE TO...

PREPARE

- + Get a good night's sleep.
- + Demonstrate appropriate hygiene.
- + Dress appropriately.
- + Check your appearance in a mirror.
- + Mute cell phones and all other digital devices.
- + Know your school's instructions.

MAKE A GOOD FIRST IMPRESSION

- + Have a positive attitude.
- + Offer a firm handshake.
- + Get to the point. Express thoughts clearly and simply.
- + Make sure you answer the question you were asked.
- + Make eye contact.
- + Smile.
- + Be able to show that you know about the company or industry.
- + Thank the business leaders and volunteers that you meet throughout the day.
- + Be adaptable.
- + Ask questions.

DO NOT...

- | | |
|---------------------------------------|----------------------------------|
| - Be Late. | - Be Sarcastic or Disrespectful. |
| - Chew Gum. | - Mumble or Slouch. |
| - Wear Sunglasses, a Hat or Bandanna. | - Be Critical or Negative. |

3B: JA JobSpark Scavenger Hunt

QUESTIONS/ACTIVITIES FOR SCAVENGER HUNT

Where is JA JobSpark taking place?

When is JA JobSpark?

How many Career Clusters will be at JA JobSpark?

What are the Career Clusters that will be represented at JA JobSpark?

What Career Cluster has the highest paying job listed? What is the job?

What Career Cluster do you need to visit to meet someone from Salesforce?

What Career Cluster do you need to visit if you want to care for patients in a hospital?

Pick one Career Cluster which you are most interested in visiting.

What is a job that you can do in this Career Cluster only needing a high school degree?

What is a job that you can do in this Career Cluster if you complete your Bachelor's degree?

What company in this Career Cluster are you most excited to talk to?

What questions would you like to ask that company?

4A: Personal Reflection Student Summary

NAME: _____

Pick your top 3 industries visited during JA JobSpark:

- ☐ Advanced Manufacturing, Engineering and Logistics
- ☐ Agriculture, Food and Natural Resources
- ☐ Architecture, Engineering and Construction
- ☐ Business and Finance
- ☐ Government, Law and Public Service
- ☐ Health and Life Sciences
- ☐ Hospitality and Tourism
- ☐ Technology

Within these industries, what types of careers are you interested in?

Choose one and explain why the area interests you.

Describe 3 things that you learned about this industry that you did not know.

What type of education or training do you need to get started in this industry?

What kinds of skills do you need to succeed in this industry?

(FOR EXAMPLE: creative thinking, math skills, writing ability, presentation skills, public speaking)

4B: Career Goal Worksheet

My career goal is to be a.....

The education needed to obtain that career is...

As part of my plan, I will need to do these things in high school:
(identify courses, diploma tracks, internships, etc...)...

As part of my plan, the following are my next steps after high school...

My other next steps will be to.....

JA JobSpark Glossary

CAREER CLUSTER

A grouping of jobs and industries related to skills and products.

CAREER PLANNING

An ongoing process that can help you manage your learning and development.

ELEVATOR PITCH

A brief, high-energy presentation used by companies and individuals to promote their products and themselves.

GOAL SETTING

The process of identifying something that you want to accomplish and establishing goals and a timeframe in which to accomplish it.

INDUSTRY PROFESSIONAL

A person with a career within a designated industry or field of work.

INTERESTS

A person's preferred activities or hobbies.

JOB OUTLOOK

A prediction of the future number of certain jobs, based on current economic factors.

NETWORKING

Building relationships with others who can help you find a job and be successful in your work.

PERSONAL IMAGE

The personal expression of who you are and what makes you unique.

PROFESSIONALISM

The behavior and skills expected of a worker in an industry.

SELF-ASSESSMENT

An assessment or evaluation of oneself or one's actions and attitudes.

SELF-AWARENESS

To recognize the special qualities you possess, including your skills, interests and priorities.

SKILLS

A person's talents or abilities.

SOFT SKILLS

Personal attributes and abilities not directly tied to a specific job title but which are needed in most jobs.

TECHNICAL SKILLS

The abilities and knowledge used in a specific profession.

This image shows a full page of blank, lined paper. It features approximately 28 evenly spaced horizontal grey lines across its entire width, providing a template for handwriting practice or general note-taking. The margins are consistent on all sides.

This image shows a full page of blank, lined paper. It features approximately 28 horizontal blue or grey lines spaced evenly apart, typical of notebook paper. The lines extend across the entire width of the page, leaving small margins at the top and bottom. There are no vertical lines, text, or other markings on the page.

