

JA BizTown® Jobs Table of Contents

The information, in this section of the Curriculum Guide, is related to the activities identified for **completion in Unit Three**, Work Readiness. Included in this section are the following:

JA BizTown Staffing Model

JOBS-2

The teacher will use this Staffing Model to identify the appropriate number of students that can be assigned daily to an individual business and for recording the names of the student to a job and **personal account number**. This staffing information is necessary for the assignment of **student jobs following the job application process**. **The teacher must send this document to the JA Area Office no later than one week before the on-site simulation visit.**

JA BizTown Job Descriptions

JOBS-26

These job descriptions, organized by business, are referenced in the curriculum as a means of introducing students and teachers to the jobs available within each business. Students should have access to these job descriptions, along with the Classified Ads, prior to initiating the job application process and procedures (i.e. copy and post descriptions on the bulletin board or another classroom display). Teachers may find the descriptions helpful when assigning students to specific jobs. Job descriptions can also be found online for teachers viewing.

JA BizTown Elections

JOBS-41

The teacher may choose to introduce elections as a component of job placement for *JA BizTown*. These documents provide suggestions to facilitate classroom elections as well as various forms including ballots, voter registration, and campaign filings.

JA BizTown Interview Process

JOBS-49

Teachers who choose to include student interviews in the job placement process will use this information. Templates are provided to assist volunteers in facilitating student interviews.

JA BizTown Employment Letter

JOBS-54

The teacher may choose to use this document as a means of informing students of their job assignments.

Note to teacher: Electronic files of all templates in this section are provided on the JA Indy web site for ease of use and customization, www.jaindy.org.

Directions: Our office will inform you of the businesses assigned to your school. Each student must be assigned to a business and a position. To do this, locate your group size among the six categories found at the top of the table, and only assign the number of positions indicated in this category's column. If your total student number requires you to go to the next group size (column), distribute your remaining students evenly throughout various JA *BizTown* businesses. Record the assigned student employee's name next to the business positions listed below. Remember, you may not be assigning every job, depending on your group size. (Assign students **only** to those positions marked with an "X" for your group size.) Call your JA director to request further guidance if needed. **Please fax this completed document to the JA area office at 317-252-5700 no later than one week prior to the on-site visit.**

School _____ Visit Date _____

Contact Teacher _____

OneAmerica	S 60	M 73	L 87	XL 98	XXL 115	Max 125	Salary	Account Number	Student Name
CEO	X	X	X	X	X	X	\$9.00	101	
CFO	X	X	X	X	X	X	\$8.50	102	
Financial Advisor #1	X	X	X	X	X	X	\$8.00	103	
Financial Advisor #2		X	X	X	X	X	\$8.00	104	
Marketing Director #1	X	X	X	X	X	X	\$8.00	105	
Marketing Director # 2				X	X	X	\$8.00	106	

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School _____ Visit Date _____

Contact Teacher _____

Huntington Bank	S 60	M 73	L 87	XL 98	XXL 115	Max 125	126- 130	Salary	Account Number	Student Name
CEO	X	X	X	X	X	X		\$9.00	107	
CFO	X	X	X	X	X	X		\$8.50	108	
Teller #1 (vault)	X	X	X	X	X	X		\$8.00	109	
Teller #2	X	X	X	X	X	X		\$8.00	110	
Teller #3			X	X	X	X		\$8.00	111	
Teller #4				X	X	X		\$8.00	112	
Teller #5					X	X		\$8.00	113	
Accounting Clerk #1				X	X	X		\$8.00	114	
Personal Banker #1	X	X	X	X	X	X		\$8.00	115	
Personal Banker #2							X	\$8.00	116	
ATM Specialist						X		\$8.00	117	

(continued)

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School _____ Visit Date _____

Contact Teacher _____

City Hall	S 60	M 73	L 87	XL 98	XXL 115	Max 125	Salary	Account Number	Student Name
Mayor	X	X	X	X	X	X	\$9.00	118	
Town Treasurer	X	X	X	X	X	X	\$8.50	119	
IRS Agent	X	X	X	X	X	X	\$8.00	120	
Leasing Agent	X	X	X	X	X	X	\$8.00	121	
Property Apr.						X	\$8.00	122	
Attorney		X	X	X	X	X	\$8.00	123	
Town Marshal #1	X	X	X	X	X	X	\$8.00	124	
Town Marshal #2			X	X	X	X	\$8.00	125	
Town Marshal #3				X	X	X	\$8.00	126	
Project Designer						X	\$8.00	127	

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School _____ Visit Date _____

Contact Teacher _____

Fed Ex Delivery & Supply Center	S 60	M 73	L 87	XL 98	XXL 115	Max 125	Salary	Account Number	Student Name
CEO	X	X	X	X	X	X	\$9.00	128	
CFO	X	X	X	X	X	X	\$8.50	129	
Courier #1	X	X	X	X	X	X	\$8.00	130	
Courier #2						X	\$8.00	131	
Sales Manager #1		X	X	X	X	X	\$8.00	132	
Sales Manager #2					X	X	\$8.00	133	
Operations Manager #1	X	X	X	X	X	X	\$8.00	134	
Operations Manager #2					X	X	\$8.00	135	

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School _____ Visit Date _____

Contact Teacher _____

Citizens Energy Group	S 60	M 73	L 87	XL 98	XXL 115	Max 125	Salary	Account Number	Student Name
CEO	C	X	X	X	X	X	\$9.00	136	
CFO	L	X	X	X	X	X	\$8.50	137	
Meter Reader	O	X	X	X	X	X	\$8.00	138	
Field Construction Coordinator	S				X	X	\$8.00	139	
Conservation Specialist #1	E	X	X	X	X	X	\$8.00	140	
Conservation Specialist #2	D					X	\$8.00	141	
Pipeline Engineer				X	X	X	\$8.00	142	

JA BizTown® Jobs Staffing Model

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School _____ Visit Date _____

Contact Teacher _____

SHARP Print Center	S 60	M 73	L 87	XL 98	XXL 115	Max 125	126- 130	Salary	Account Number	Student Name
CEO	X	X	X	X	X	X		\$9.00	143	
CFO	X	X	X	X	X	X		\$8.50	144	
Editor	X	X	X	X	X	X		\$8.00	145	
Reporter #1	X	X	X	X	X	X		\$8.00	146	
Reporter #2						X		\$8.00	147	
Ad Executive #1	X	X	X	X	X	X		\$8.00	148	
Ad Executive #2			X	X	X	X		\$8.00	149	
Photographer	X	X	X	X	X	X		\$8.00	150	
Web Designer	X	X	X	X	X	X		\$8.00	151	
Videographer							X	\$8.00	152	
Photo Tech				X	X	X		\$8.00	153	

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School _____ Visit Date _____

Contact Teacher _____

Salesforce	S 60	M 73	L 87	XL 98	XXL 115	Max 125	Salary	Account Number	Student Name
CEO	C	X	X	X	X	X	\$9.00	154	
CFO	L	X	X	X	X	X	\$8.50	155	
Product Manager #1	O	X	X	X	X	X	\$8.00	156	
Account Executive #1	S	X	X	X	X	X	\$8.00	157	
Account Executive #2	E			X	X	X	\$8.00	158	
Developer #1	D	X	X	X	X	X	\$8.00	159	
Developer #2					X	X	\$8.00	160	

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School _____ Visit Date _____

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Lilly Laboratory	S 60	M 73	L 87	XL 98	XXL 115	Max 125	Salary	Account Number	Student Name
CEO	X	X	X	X	X	X	\$9.00	161	
CFO	X	X	X	X	X	X	\$8.50	162	
Researcher #1	X	X	X	X	X	X	\$8.00	163	
Researcher #2					X	X	\$8.00	164	
Lab Technician #1		X	X	X	X	X	\$8.00	165	
Lab Technician #2					X	X	\$8.00	166	
Sales Manager #1	X	X	X	X	X	X	\$8.00	167	
Sales Manager #2					X	X	\$8.00	168	
Sales Manager #3						X	\$8.00	169	
Outdoor Demonstrator			X	X	X	X	\$8.00	170	

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Contact Teacher _____

ADT	S 60	M 73	L 87	XL 98	XXL 115	Max 125	Salary	Account Number	Student Name
CEO	X	X	X	X	X	X	\$9.00	171	
CFO	X	X	X	X	X	X	\$8.50	172	
ADT Security Advisor #1			X	X	X	X	\$8.00	173	
ADT Sales Rep. #1	X	X	X	X	X	X	\$8.00	174	
ADT Sales Rep. #2					X	X	\$8.00	175	
Fire Chief	X	X	X	X	X	X	\$8.00	176	
Fire Marshal		X	X	X	X	X	\$8.00	177	
Deputy Fire Marshal					X	X	\$8.00	178	

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Contact Teacher _____

trueU	S 60	M 73	L 87	XL 98	XXL 115	Max 125	Salary	Account Number	Student Name
CEO	C	C	X	X	X	X	\$9.00	179	
CFO	L	L	X	X	X	X	\$8.50	180	
Member Development Director#1	O	O	X	X	X	X	\$8.00	181	
Member Development Director #2	S	S	X	X	X	X	\$8.00	182	
Member Engagement Manager #1	E	E	X	X	X	X	\$8.00	183	
Member Engagement Manager #2	D	D			X	X	\$8.00	184	
Coordinator						X	\$8.00	185	

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3D Parts Mfg. LLC, Powered by Purdue University	S 60	M 73	L 87	XL 98	XXL 115	Max 125	Salary	Account Number	Student Name
CEO	X	X	X	X	X	X	\$9.00	186	
CFO	X	X	X	X	X	X	\$8.50	187	
Sales Manager #1	X	X	X	X	X	X	\$8.00	188	
Sales Manager #2						X	\$8.00	189	
Production Mgr #1	X	X	X	X	X	X	\$8.00	190	
Production Mgr #2					X	X	\$8.00	191	
3D CAD Designer	X	X	X	X	X	X	\$8.00	192	
Engineer			X	X	X	X	\$8.00	193	

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School _____ **Visit Date** _____

Contact Teacher _____

Radio Disney	S 60	M 73	L 87	XL 98	XXL 115	Max 125	Salary	Account Number	Student Name
CEO	X	X	X	X	X	X	\$9.00	194	
CFO	X	X	X	X	X	X	\$8.50	195	
Ad Executive #1	X	X	X	X	X	X	\$8.00	196	
Ad Executive #2					X	X	\$8.00	197	
Disc Jockey #1	X	X	X	X	X	X	\$8.00	198	
Disc Jockey #2			X	X	X	X	\$8.00	199	
Disc Jockey #3						X	\$8.00	200	
Reporter	X	X	X	X	X	X	\$8.00	201	

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School _____ Visit Date _____

Contact Teacher _____

AES Indiana Electric Co	S 60	M 73	L 87	X L 98	XXL 115	Max 125	Salary	Account Number	Student Name
CEO	X	X	X	X	X	X	\$9.00	202	
CFO	X	X	X	X	X	X	\$8.50	203	
Energy Efficiency Marketing Manager			X	X	X	X	\$8.00	204	
Customer Service Rep. #1	X	X	X	X	X	X	\$8.00	205	
Customer Service Rep. #2					X	X	\$8.00	206	
Community Relations Director	X	X	X	X	X	X	\$8.00	207	
Asst. Community Relations Director			X	X	X	X	\$8.00	208	
Safety Manager	X	X	X	X	X	X	\$8.00	209	
Power Delivery Administrator					X	X	\$8.00	210	

JA BizTown® Jobs Staffing Model

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School _____ Visit Date _____

Contact Teacher _____

Republic Airways Restaurant	S 60	M 73	L 87	XL 98	XXL 115	Max 125	126-130	Salary	Account Number	Student Name
CEO/Pilot	X	X	X	X	X	X		\$9.00	211	
CFO	X	X	X	X	X	X		\$8.50	212	
Flight Attendant 1	X	X	X	X	X	X		\$8.00	213	
Flight Attendant 2	X	X	X	X	X	X		\$8.00	214	
Flight Attendant 3	X	X		X		X		\$8.00	215	
Flight Attendant 4						X		\$8.00	216	
Regional Airport Ops. Mgr. 1	X	X	X	X	X	X		\$8.00	217	
Regional Airport Ops. Mgr. 2				X	X	X		\$8.00	218	
Regional Airport Ops Mgr. 3							X	\$8.00	219	
Maintenance Tech. 1				X	X	X		\$8.00	220	
Maintenance Tech. 2						X		\$8.00	221	
Maintenance Tech. 3							X	\$8.00	222	

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PMCH St. Vincent	S 60	M 73	L 87	XL 98	XXL 115	Max 125	Salary	Account Number	Student Name
CEO	X	X	X	X	X	X	\$9.00	223	
CFO	X	X	X	X	X	X	\$8.50	224	
Physical Therapist #1	X	X	X	X	X	X	\$8.00	225	
Physical Therapist #2					X	X	\$8.00	226	
Respiratory Therapist				X	X	X	\$8.00	227	
Registered Nurse	X	X	X	X	X	X	\$8.00	228	
Medical Assistant	X	X	X	X	X	X	\$8.00	229	
Paramedic					X	X	\$8.00	230	

JA BizTown® Jobs
OneAmerica Job Descriptions

<p align="center">CEO</p> <ol style="list-style-type: none"> 1. Obtains business loan. 2. Prepares and gives speech at Town Meeting. 3. Signs all payroll checks. 4. Signs Rental Agreement for business space. 5. Meets with personnel from other businesses when they visit. 6. Supervises employees and business operations. 	<p align="center">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Keeps all records of business expenses and payments. 4. Assists with other business duties when employees are on break, and if time is available.
<p align="center">Financial Advisor-4</p> <ol style="list-style-type: none"> 1. Greets customers as they open their retirement account. 2. Help citizens learn how to invest their money. 3. Share results of their investments with citizens. 4. Records customer personal account transactions in computer. 	<p align="center">Marketing Director-3</p> <ol style="list-style-type: none"> 1. Develop materials for marketing. 2. Research what is the best kind of marketing to reach people. 3. Share investment growth with citizens 4. Help people understand the value of saving for retirement

Huntington Bank Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Processes all business Loan Applications. 2. Prepares and gives speech at Town Meeting. 3. Signs all payroll checks. 4. Signs Rental Agreement for business space. 5. Meets with personnel from other businesses when they visit. 6. Supervises employees and business operations. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Keeps all records of business expenses and payments. 4. Assists with other business duties when employees are on break, and if time is available.
<p style="text-align: center;">TELLER</p> <ol style="list-style-type: none"> 1. Greets customers as they open personal accounts. 2. Processes paychecks and accepts personal deposits. 3. Disburses maximum of \$2 cash per pay period to customers. 4. Records customer personal account transactions in computer. 5. Assists File Clerk with filing, when necessary. 	<p style="text-align: center;">ACCOUNTING CLERK</p> <ol style="list-style-type: none"> 1. Delivers bank bags 2. Files personal checks and deposits by account number. 3. Issues cash to Tellers and complete cash-out tickets as needed.
<p style="text-align: center;">Personal Banker</p> <ol style="list-style-type: none"> 1. Greet customers who are there to open savings account. 2. Visit each business and explains the importance of opening a savings account. 3. Opens savings accounts for customers. 	<p style="text-align: center;">ATM Specialist</p> <ol style="list-style-type: none"> 1. Oversees debit card distributions. 2. Work with JA staff to learn the ATM. 3. Assist citizens with the ATM throughout the day.

JA BizTown® Jobs
City Hall Job Descriptions

<p align="center">MAYOR</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Supervises employees and oversees business operations. 4. Signs all payroll checks. 5. Prepares and gives speeches at Town Meetings. 6. Takes census count of <i>JA BizTown</i>. 7. Supervises <i>JA BizTown</i> voting. 8. Coordinates citizen and business recognition process. 	<p align="center">TOWN TREASURER</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Keeps all records of business expenses and payments. 4. Invoices and pays bill electronically.
<p align="center">ATTORNEY</p> <ol style="list-style-type: none"> 1. Act as legal counsel for any and all citizen disputes. 2. Make sure legal documents are prepared and completed properly. 3. Work on solving two cases. 4. Works closely with the Town Marshalls. 	<p align="center">IRS AGENT</p> <ol style="list-style-type: none"> 1. Completes all <i>JA BizTown</i> tax forms. 2. Issues tax ID numbers and Form W-9 status of <i>JA BizTown</i> nonprofit organization. 3. Prepares invoices and sends out E-bills to all businesses.
<p align="center">TOWN MARSHALL</p> <ol style="list-style-type: none"> 1. Responsible for ticketing Citizens, Volunteers, and Teachers who break the laws throughout the day. 2. Informs each business about the laws and the fine amounts. 3. Writes tickets to law breakers. 	<p align="center">LEASING AGENT/PROPERTY APPRAISER</p> <ol style="list-style-type: none"> 1. Measure space and complete Rental Agreements. 2. Collects and stores the "For Rent: signs. 3. Prepares rent bills and sends electronic invoices.

JA BizTown® Jobs

City Hall Job Descriptions

Project Designer

1. Responsible for interior designs of businesses.
2. You will choose from floor, wall coverings, countertops and chair styles.
3. Work on a project proposal and budget worksheet. .

Fed Ex Delivery & Supply Center Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Supervises employees and oversees business operations. 4. Signs all payroll checks. 5. Prepares and gives speech at the Opening Town Meeting. 6. Works with employees to determine pricing of products. 7. Assists with all business duties when employees are on break. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Keeps all records of business expenses and payments.
<p style="text-align: center;">COURIER</p> <ol style="list-style-type: none"> 1. Collects mail from central postal box. 2. Sorts letters and “cancels” postage stamps. 3. Delivers processed mail to businesses and individuals in <i>JA BizTown</i>. 4. Provides customer service (greeting/selling). 5. Assists Sales Manager as necessary. 	<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none"> 1. Works with CEO to set prices of retail products. 2. Bills each business electronically for supplies. 3. Prepares product displays. 4. Tags all items to be sold. 5. Responsible for marketing the company and introducing and selling shipping services. 6. Operates Point of Sales computer 7. Assists customers with sales and accepts payments.
<p style="text-align: center;">OPERATIONS MANAGER</p> <ol style="list-style-type: none"> 1. Distributes materials to each business. 2. Collects supply bins from each business at the end of the day. 3. Packs customer supply bins for next day’s business operations. 4. Assist Courier with delivering mail. 	

Citizens Energy Group/Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Signs all payroll checks. 4. Makes business operational decisions. 5. Prepares and gives speech at Town Meeting. 6. Assists with all business duties when employees are on break. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Keeps all records of business expenses and payments. 4. Signs payroll checks.
<p style="text-align: center;">METER READER</p> <ol style="list-style-type: none"> 1. Records meter serial from each business meter. 2. Completes Water/ Utility Applications and Registrations. 3. Reads all utility meters and records usage. 4. Invoices all business for utility bill. 5. Assists Conservation Specialist as needed. 6. Operates Point of Sales tablet. 	<p style="text-align: center;">CONSERVATION SPECIALIST</p> <ol style="list-style-type: none"> 1. Informs each business CEO of water conservation standards. 2. Provides conservation information sheet. 3. Conducts conservation survey/ check. 4. Reports results of conservation survey to CEOs and presents certificate
<p style="text-align: center;">Pipeline Engineer</p> <ol style="list-style-type: none"> 1. Review the blueprints and measure spaces where the pipelines will be placed. 2. Make the pipeline out of PVC pipes and place them in their designated areas. 3. Calculate a pipeline calculations sheet and give to a JA Staff Member. 	<p style="text-align: center;">Field Construction Coordinator</p> <ol style="list-style-type: none"> 1. Visit pipeline locations with Pipeline Engineer. 2. Complete Construction Permit Sheets. 3. Review the blueprints and verify lengths with Pipeline Engineer. 4. Make the pipeline out of PVC pipes and place them in their designated areas.

SHARP Print Center Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Supervises employees and oversees business operations. 4. Signs all payroll checks. 5. Prepares and gives speech at a Town Meeting. 6. Assists with all business duties when employees are on break. 7. Works with Editor on newspaper and layout design. 8. Assists in selling of the newspaper. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Keeps all records of business expenses and payments. 4. Signs business checks if CEO is not available. 5. Invoices all business for Advertisements
<p style="text-align: center;">AD EXECUTIVE</p> <ol style="list-style-type: none"> 1. Collects advertisements from each JA BizTown business. 2. Types and designs business advertisements on the computer. 3. Assists in selling of the newspaper. 	<p style="text-align: center;">WEB DESIGNER</p> <ol style="list-style-type: none"> 1. Learns operation of computer program. 2. Inputs web page information into web page templates. 3. Verifies the spelling and accuracy of the web page templates. 4. Assures web page information is complete. 5. Shares information on how to access web pages with customers. 6. Operates Point of Sales tablet.
<p style="text-align: center;">EDITOR</p> <ol style="list-style-type: none"> 1. Types responses to "Letters to the Editor". 2. Oversees the layout of the advertisements, articles, surveys, etc. for each page of the newspaper. 3. Proofreads all submitted articles and advertisements. 4. Assists in selling of the newspaper. 	<p style="text-align: center;">PHOTOGRAPHER</p> <ol style="list-style-type: none"> 2. Takes photographs of JA BizTown officials, citizens, etc. at Town Events. 3. Visits each business and photographs all employees. 4. Assists in selling of the newspaper.

SHARP Print Center Job Descriptions

<p style="text-align: center;">Reporter</p> <ol style="list-style-type: none"> 1. Conducts interviews and surveys to be published in the newspaper. 2. Writes news articles and stories. 3. Downloads, or types, written copy into newspaper template for publication. 4. Coordinates photographs for articles, as appropriate. 5. Assists in collating and selling of the newspaper. 	<p style="text-align: center;">Videographer</p> <ol style="list-style-type: none"> 1. Videos the day at JA BizTown 2. Goes to each business and interviews employees about the day and their shop. 3. Assists in selling of the newspaper.
<p style="text-align: center;">Photo Tech</p> <ol style="list-style-type: none"> 1. Conducts interviews and sees how many pictures they will be taking that day. 2. Get the equipment and supplies ready 3. Takes photos of individuals 	

Proposed activity: Students learn about who Salesforce is and what it means to develop software. When they get there, the students will need to sell email marketing software to the businesses at BizTown. After the contract is signed, students will develop the emails using the Marketing Cloud for each of the businesses and send to the teacher. In the office, students will sell Salesforce swag.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Supervises employees and oversees business operations. 4. Signs all payroll checks. 5. Prepares and gives speech at a Town Meeting. 6. Assists with all business duties when employees are on break. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Keeps all records of business expenses and payments. 4. Signs payroll checks if CEO is not available.
<p style="text-align: center;">Account Executive</p> <ol style="list-style-type: none"> 1. Hands out marketing materials 2. Fills out contract with business CEO 3. Collects contracts from each business 4. Deliver contracts to the developers to understand what emails to develop for each customer 5. Sell products in the office 6. Invoices each business for Email Blast 	<p style="text-align: center;">Product Manager</p> <ol style="list-style-type: none"> 1. Works with CEO to determine price of products 2. Prepares sales areas with product display to demonstrate and sell products 3. Sells products in the office and operates point of sales computer. 4. Works with account executive to get feedback on the product
<p style="text-align: center;">Developer</p> <ol style="list-style-type: none"> 1. Uses Salesforce software to create emails on behalf of customers 2. Learns operation of program 3. Inputs data into system 4. Verifies spelling and accuracy of email. Checks other developer's work for accuracy 5. Assures Websites are complete 	

Lilly Laboratory Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Supervises employees and oversees business operations 4. Signs all payroll checks. 5. Prepares and gives speech at Town Meeting. 6. Assists with all business duties when employees are on break. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Keeps all records of business expenses and payments. 4. Makes business deposits at the Bank. 5. Signs business checks if CEO is not available.
<p style="text-align: center;">RESEARCHER</p> <ol style="list-style-type: none"> 1. Paces work to meet production goals. 2. Produces quality products. 3. Performs various experiments for research projects. 	<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none"> 1. Prepares product displays. 2. Works with CEO to set prices for products. 3. Prepares advertising flyers and posters. 4. Collects payments for purchased items. 5. Operates Point of Sales tablet.
<p style="text-align: center;">LAB TECHNICIAN</p> <ol style="list-style-type: none"> 1. Learns to use a variety of tools and follows posted processes. 2. Assists in product production and scientific research. 3. Provides support for Sales Manager, as necessary. 	<p style="text-align: center;">OUTDOOR DEMONSTRATOR</p> <ol style="list-style-type: none"> 1. Assists the Lab Technician going over all the experiments. 2. Choose up to four experiments and get the supplies together. 3. Demonstrate the experiments during the shopping break outside of Lilly.

JA BizTown® Jobs
ADT Job Descriptions

<p align="center">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Signs all payroll checks. 4. Prepares and gives speech at Town Meeting. 5. Assists with all business duties when employees are on break. 6. Works with Security Advisor to ensure alarms and equipment are working properly. 7. Assists in making sure the business is always providing the best customer service. 	<p align="center">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Keeps all records of business expenses and payments. 4. Assist with all business duties when employees are on break.
<p align="center">SECURITY ADVISOR</p> <ol style="list-style-type: none"> 1. Works with installer to ensure system signal is received once client purchases monitoring package. 2. Monitors alarm system actively on display terminal and reacts accordingly to standard operating procedure. 3. Clears the signal once the contact has been made with the client or on-scene first responders. 	<p align="center">SALES REPRESENTATIVE</p> <ol style="list-style-type: none"> 1. Meets with other business CEOs to sell monitoring packages to secure their business. 2. Delivers a written contract, gets CEO's signature. 3. Invoices each business for their security package. 4. Operates Point of Sales tablet
<p align="center">FIRE CHIEF</p> <ol style="list-style-type: none"> 1. Work with the Fire Marshall to ensure the safety of JA BizTown 2. Conduct fire inspections outside of businesses 3. Prepare evacuation plans for each of the businesses. 	<p align="center">DEPUTY FIRE MARSHALL\FIRE MARSHALL</p> <ol style="list-style-type: none"> 1. Install smoke alarms in each of the businesses in JA BizTown 2. Work with the CEO of each business to conduct fire inspection inside their business. 3. Work with CEO to practice evacuation plans in each business.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Signs all business payroll checks. 4. Prepares and gives speech at Town Meeting. 5. Sets prices and prepares products for sale during shopping breaks. 6. Assists with all business duties when employees are on break. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs business loan and employee payroll information into computer. 2. Prints and distributes employee payroll checks. 3. Distributes paychecks to employees during staff meeting. 4. Monitors and makes payments for business expenses. 5. Covers for CEO when he/she is on break.
<p style="text-align: center;">MEMBER DEVELOPMENT DIRECTOR</p> <ol style="list-style-type: none"> 1. Meets with other business CEO's to recruit their company to become a trueU member. 2. Assists with billing process for memberships. 3. Assists with goal setting classes. 4. Assists with selling products during shopping breaks 	<p style="text-align: center;">MEMBER ENGAGEMENT MANAGER</p> <ol style="list-style-type: none"> 1. Leads the Service Hour program by encouraging citizens to participate. 2. Assists with goal setting classes. 3. Encourages citizens to write their goal on a post-it- note and place on Mirror Wall 4. Gives citizens who complete the class a "kindness/opportunity" card. 5. Assists with selling products during shopping breaks.
<p style="text-align: center;">COORDINATOR</p> <ol style="list-style-type: none"> 1. Greets customers as they enter business. 2. Provides each customer a Best Self board. 3. Encourages citizens to write and post their goal on the trueU Mirror Wall. 4. Assists with giving out the "kindness/opportunity" cards. 	

**Peyton Manning Children's Hospital St. Vincent
Job Descriptions**

<p align="center">CEO</p> <ol style="list-style-type: none"> Obtains bank loan. Signs Rental Agreement for business space. Signs all payroll checks. Makes business operational decisions. Prepares and gives speech at the Opening Town Meeting. 	<p align="center">CFO</p> <ol style="list-style-type: none"> Inputs employee payroll information. Prints and distributes employee payroll checks. Keeps all records of business expenses and payments. Signs business checks if CEO is not available.
<p align="center">PHYSICAL THERAPIST</p> <ol style="list-style-type: none"> Becomes familiar with materials and equipment. Greets patients as they "sign in." Demonstrates easy exercises to incorporate at work. 	<p align="center">RESPIRATORY THERAPIST</p> <ol style="list-style-type: none"> Works with patients to complete a healthy lifestyle screening. Collects health trend data from businesses. Aids with patient record keeping.
<p align="center">REGISTERED NURSE</p> <ol style="list-style-type: none"> Works directly with patients Determines results of screening tests that are offered to patients (i.e. temperature, heart rate, etc.) 	<p align="center">MEDICAL ASSISTANT</p> <ol style="list-style-type: none"> Bills each business electronically for healthcare. Provides support to other medical personnel. Operates Point of Sales tablet.
<p align="center">PARAMEDIC</p> <ol style="list-style-type: none"> Monitors JA BizTown for ways to enhance safety awareness. Provides citizens with information on 'specialty' health and fitness issues. Informs businesses of financial benefits that result from healthy employees. 	

AES Indiana Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Prepares and gives speech at Town Meeting 3. Signs all payroll checks 4. Signs Rental Agreement for business space. 5. Meets with personnel from other businesses when they visit 6. Supervises employees and business operations. 7. Help with selling of products 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information 2. Prints and distributes employee payroll checks 3. Keeps all records of business expenses and payments 4. Assists with other business duties when employees are on break and if time is available.
<p style="text-align: center;">CUSTOMER SERVICE REPRESENTATIVE</p> <ol style="list-style-type: none"> 1. Visits each business at JA BizTown and reads power meters. 2. Emails invoices to each business 3. Educates JA BizTown citizens in safety regulations 	<p style="text-align: center;">POWER DELIVERY ADMINISTRATOR</p> <ol style="list-style-type: none"> 1. Receives and reviews work orders. 2. Performs work orders.. 3. Completes work order satisfaction reports. 4. Learn how electricity is delivered to your home
<p style="text-align: center;">COMMUNITY RELATIONS DIRECTOR</p> <ol style="list-style-type: none"> 1. Reviews the Adopt-A-Duck program paperwork and sets it up for shopping breaks. 2. Collects donations for multiple nonprofits. 3. Reports amount collected and presents results at Closing Town Meeting 4. Operates Point of Sales tablet. 	<p style="text-align: center;">ASSISTANT COMMUNITY RELATIONS DIRECTOR</p> <ol style="list-style-type: none"> 1. Reviews instructions and checks in volunteers. 2. Help the Community Relations Director calculate the Personal Giving worksheet. 3. Assist the Community Relations Director with the end of day tasks

AES Indiana Job Descriptions

<p>Energy Efficiency Marketing Manager</p> <ol style="list-style-type: none"> 1. Prepare energy audits for each business. 2. Visit businesses to verify compliance 3. Deliver certificates at end of day 	<p>SAFETY SALES MGR.</p> <ol style="list-style-type: none"> 4. Inventory Safety kit supplies. 5. Using checklist divide emergency supplies into 15 kits. 6. Delivers kits to each business. 7. Replaces dirty air filters with clean filters 8. Use checklist to be sure all businesses have their emergency kit. <p>Collect kits and return to AES Indiana at close of the business day</p>

Radio Disney Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Supervises employees and oversees business operations. 4. Signs all payroll checks. 5. Writes editorial, and reads it on air. 6. Assists with all business duties when employees are on break. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Keeps all records of business expenses and payments. 4. Fills in for CEO when he/she are on break.
<p style="text-align: center;">AD EXECUTIVE</p> <ol style="list-style-type: none"> 1. Collects ads from each <i>JA BizTown</i> business. 2. Reviews and edits ads to be read on the air. 3. Forwards ads to the DJ for scheduling and reading. 4. Bills each business electronically for adverting fee. 5. Coordinates special promotions and sales. 6. Operates Point of Sales computer. 	<p style="text-align: center;">REPORTER</p> <ol style="list-style-type: none"> 1. Interviews <i>JA BizTown</i> citizens for news stories. 2. Writes news stories utilizing Reporter Guideline. 3. Forwards copy of news reports to be read on air. 4. Forwards news flashes and articles to CEO for review and approval. 5. Works in close partnership with the Ad Executive, assisting as needed.
<p style="text-align: center;">DISC JOCKEY</p> <ol style="list-style-type: none"> 1. Learns to operate sound equipment. 2. Selects music for airtime. 3. Completes scheduling of on-air Play List. 4. Reads, clearly, news items, ads, announcements, weather, etc. over the air. 	

3D Parts Mfg Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Signs all business payroll and expense checks. 4. Makes business operational decisions. 5. Prepares and gives speech at the Opening Town Meeting. 6. Assists with all business duties when employees are on break. 7. Works with Sales Manager to determine prices of products. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs business loan amount. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks during each staff mtg. 4. Prints and distributes checks for business expenses. 5. Keeps all records of orders, business expenses, and checks. 6. Signs business checks if CEO is not available. 7. May assist in the sales of products when necessary.
<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none"> 1. Works with CEO to determine prices on 3D Printed Products. 2. Prepares sales area with product display to demonstrate and sell 3D Printed Products. 3. Greets customers, assists with order forms, and accepts payments for sale of products. 	<p style="text-align: center;">PRODUCTION MANAGER</p> <ol style="list-style-type: none"> 1. Prepares Posters and Flyers to advertise business and products. 2. Learn to complete order forms. 3. Assist with assembling 3 D Printed Products as needed to produce and deliver orders. 4. Sells Products. 5. Stocks Business.
<p style="text-align: center;">3D CAD DESIGNER</p> <ol style="list-style-type: none"> 1. Uses 3D Design Software to create 3D printer files needed to produce customized products. 2. Greets customers and assists with sales as needed. 3. Works with Sales Manager to Design 3D Printed Products needed to fill customized orders. 4. Works with Engineers to operate 3D Printer. 5. Works with Production Mgr. to assemble and deliver product. 	<p style="text-align: center;">ENGINEER</p> <ol style="list-style-type: none"> 1. Assists 3D CAD Designer in the design process. 2. Operates the 3D Printer to print customized parts. 3. Works with Sales & Production Manager to assemble and deliver 3D Printed Products. 4. Greets customers and explains 3D Printing Process.

Republic Airways Job Descriptions

<p style="text-align: center;">CEO/Pilot</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Signs all payroll checks. 4. Makes business operational decisions. 5. Prepares and gives speech at Town Meeting. 6. Ensures the flight attendants have prepared cabin for takeoff. 7. Announces to passengers when the flight is ready for takeoff. 8. Announces when the flight has arrived at its destination. 9. Assists with all business duties when other employees are on their breaks. 10. Assists with cleanup after each break. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Pays all business bill electronically. 4. Keeps all records of business expenses and payments. 5. Makes business deposits at the Bank. 6. Signs business checks if CEO is not available. 7. Assists with cleanup after each break.
<p style="text-align: center;">FLIGHT ATTENDANT</p> <ol style="list-style-type: none"> 1. Greets passengers and helps them find their seats as they board plane. 2. Conducts safety demonstration. 3. Ensures all seatbelts are securely fastened. 4. Communicates with pilot to ensure that cabin is prepared for takeoff 5. Monitors food supply inventory. 6. Accepts payments for all in flight products/services 7. Assists with cleanup after each break. 	<p style="text-align: center;">REGIONAL AIRPORT OPERATIONS MANAGER</p> <ol style="list-style-type: none"> 1. Sells plane tickets to passengers. 2. Greets passengers at doorway and assists with check in. 3. Collects boarding passes and vouchers from passengers as they board the plane. 4. Keeps time on a stopwatch to ensure flight simulation does not last more than 5 minutes. 5. Thank passengers for flying as they leave. 6. Assists with cleanup after each break.
	<p style="text-align: center;">MAINTENANCE TECHNICIAN</p> <ol style="list-style-type: none"> 1. Completes a safety inspection of the plane before takeoff. 2. Communicates all information to pilots about the status of the aircraft. 3. Gives expense report to CFO if there is a need to replace a part. 4. Removes all trash and remaining products after each flight. 5. Assists with cleanup after each break.

JA BizTown® Jobs Elections

Some schools may opt to hold elections for selected *JA BizTown* positions. These elections are not required; however, the following guide is offered to assist teachers, should they decide to use this option.

The in-class activities can vary greatly depending upon teacher interest and time. Following are suggestions:

1. Elections can be held while still using the interview process. If elections are scheduled first, do not release the results to students until the interviews are completed. All candidates should participate in interviews and indicate 2nd and 3rd choice jobs, if not elected.
2. Announce the positions that will be elected positions for your class visit to *JA BizTown*. Candidates should declare their interest in running for for a position by completing an "**Intent to Run for Office**" form. A deadline for submitting the "Intent to Run for Office" forms to the classroom teacher should be shared with students.
3. Depending upon the number of students interested in each elected position, the election ballot may be created immediately, or it may be preferable to hold a "primary election" prior to the "general election." For example, there may be 3-4 students in several classrooms of the school interested in becoming Mayor. Therefore, it may be preferable to have each classroom elect one candidate to represent them in the "general election." The entire grade level would then elect a Mayor from the winners of the "classroom primaries."
4. Establish a calendar that includes the following benchmarks:
 - a. Due date for "Intent to Run for Office" forms
 - b. Due date for "Campaign Managers" forms
 - c. Deadline date for Voters Registration
 - d. Date of Classroom Primary (optional)
 - e. Date of General Election
5. Some or all of the following positions may be used:
 - **Candidates** (*Mayor and/or other positions*) Refer to the Job Descriptions found in Tab 7, *JA BizTown Jobs* page 11, of the Curriculum Guide for details concerning the Mayor and other *JA BizTown* positions.
 - **Campaign Managers** (*one per candidate, or a team of individuals*) These individuals assist the candidates during the election process by helping with slogans, posters, speeches, etc. Their primary job is to help the candidate win votes!
 - **Voter Registration Clerk** (*might have assistants, or teacher can perform this role*) This individual maintains the list of eligible voters prior to Election Day and is responsible for verifying that each voter has registered before casting his or her vote.
 - **Election Board:** This individual is responsible for overseeing the election calendar, creating and enforcing campaign rules, and generating the ballot.
 - **Campaign Press Team:** This team assists the Campaign Manager and candidate by providing ideas for ads, press releases, posters, etc.

JA BizTown® Jobs Elections

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- **Speech Writers:** *These individuals assist the Campaign Press Teams.*
 - **Voting Process Innovators:** *These individuals create and manage the physical ballot process with Election Board approval.*
 - **Campaign Ad Creators and Developers:** *These individuals help the Campaign Press Team, if necessary (posters, radio, TV, etc.).*
 - **News Reporters:** *These individuals seek the news and write an article for the JA BizTown Newspaper, etcetera.*
 - **Ballot Counters:** *These individuals help the Election Board by counting and verifying votes.*
6. Post Classroom Election Rules-- There should be no negative campaigns and speeches. Posters and advertisements should be pre-approved by the teacher. Citizens are encouraged to limit financial spending or only use available classroom materials.
 7. Distribute "**Intent to Run for Office**" forms (see template on the following page) with a required date for filing.
 8. Allow the campaign process to proceed for 2-3 days. This process may include posters, campaign buttons, and/or speeches. All must operate within the class rules regarding expenses and appropriate behavior. (Refer to Campaign Manager template form.)

Note: An issue that may surface is avoiding a "popularity contest" during the election process. Consider having candidates write a speech, but have another person, or the teacher, read the speeches anonymously. (This system encourages citizens to vote on content and ideas, rather than on specific individuals.) Ask citizens to cast their ballots. After the ballots are collected, each candidate can deliver his or her speech in front of a group for a public speaking exercise.
 9. Ask citizens to return to page 3 in the Citizen Guide. The Voter Registration Clerk (or teacher, if no Clerk is appointed) should initial all **Voter Registration Cards** and record the voters' names on the **Official Voter's List**. (Refer to template form.) Only those whose names are recorded on the list will be allowed to vote. Registration is a required responsibility for those desiring to vote.

Note: Please **do not** cut the **Voter Registration Card** out of the Guide. Later, in Unit 4, citizens will cut out the card and place it with their simulation paperwork for their JA BizTown visit.
 10. A Ballot Template is provided for the election voting process. A Referendum Ballot also is offered as an optional exercise if the class has a question it would like to consider. Ultimately, teachers have the final say regarding the election winners.

All candidates should publicly thank those who supported them. They and their campaign teams should clean up all campaign materials.

JA BizTown Intent to Run for Office Form

Note: (1) A teacher or Election Board Member should complete Part A.
(2) The individual Candidate completes Part B.

=====

Part A

This “**Intent to Run**” notice must be completed and duly filed by the date of _____ and the time of _____.

Part B

I, _____ (print your name)
hereby declare my intention to run for the following *JA BizTown*
position: _____.

- I understand that my name will appear on the *JA BizTown* ballot for this position and an election will be held.
- I understand that, if elected, I will try very hard to do the best job I can at *JA BizTown*.
- I took the pledge in Lesson One, and I am a citizen of *JA BizTown*.

I agree with the above statements.

(Candidate’s signature)

(Date)

Eligible Voter List

The Voter Registration Clerk (or teacher) maintains this list. Only citizens on this list may vote on Election Day. Citizens must show their **Voter Registration Card** to the Clerk before this date and time in order to be added to the list. Date/Time: _____

Citizen's Name Print your name, and write your signature below it.	Voter Presented a Valid Registration Card. (Write "yes" or "no".)	Filing Date (Today's date)	Authorization of Election Official (Record your signature or initials.)
Sam Citizen <i>Sam Citizen</i>			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

Make additional copies of this page, as needed.

JA BizTown Campaign Manager Form

(1) Teacher (or Election Board Member) completes Part A.

(2) The Campaign Manager completes Part B.

=====

Part A

This Form must be completed and duly filed by this date _____ and time _____.

Part B

I, _____ (print your name) hereby declare my intentions to support the following candidate in his/her efforts to be elected to the following *JA BizTown* position.

Name of Candidate I support: _____.

Position my Candidate seeks: _____.

- I will support my candidate and make no negative statements about his or her opponent.
- I will be ethical in my actions and observe the election process rules.
- I took the pledge in Lesson One, and I am a citizen of *JA BizTown*.

I agree with the above statements.

(Signature)

(Date)

======(tear off)=====

What does a Campaign Manager do? Campaign Managers assist candidates with their campaigns

- by:
- helping to make posters
 - creating slogans
 - practicing campaign speeches
 - encouraging others to vote

JA BizTown Ballot

A ballot is a form (paper, voting machine, punch card, etc) used by a voter on Election Day. The ballot should be marked in private so that no one else is aware of how an individual votes. Ballots vary in length depending upon the number of candidates and positions to be filled.

1. Mayor of JA BizTown

Vote for one candidate only. Make a check mark in the space next to the person's name for whom you wish to vote.

John Bartlett	{	}
Susan Dugar	{	}
Jose Supera	{	}
Tana Wyler	{	}

2. Radio Station DJ of JA BizTown

Vote for one candidate only. Make a check mark in the space next to the person's name for whom you wish to vote.

Manjing He	{	}
Ian Kelner	{	}
Mary Peng-Mohr	{	}
Calvin Weiss	{	}

Please fold your completed ballot in half and place in the ballot box.

JA BizTown Referendum Ballot

A Referendum refers to the legal process of giving voters the chance to *approve* or *reject* a proposed law, policy, or constitutional amendment.

Referendum on _____

Proposition: _____

Vote for one option only by placing a check mark in the space next to your answer.

{ } YES { } NO

Please fold your completed ballot in half and place in the ballot box.

JA BizTown Speechwriting Tips

Effective speeches have a *theme* that flows through the beginning, middle, and ending of the speech. Themes help the audience to remember the speech and find meaning in the points being made. For example, some themes begin with an inspirational quote that is mentioned again near the end of the speech.

1. When writing a speech, think about the message you want to give. *The purpose of my speech is...*
2. Tell *JA BizTown* citizens that you know what will be required of you at *JA BizTown*. (Be certain you have read your job description.)
3. Give reasons why citizens should support you in the election. *I think I am the best candidate for my position because...*
4. Remember, your main goal is to have *JA BizTown* citizens vote for you on Election Day! So, at some point, ask citizens for their votes.
5. Always thank your audience for their time and attention.

JA BizTown® Jobs Interview Process

When planning interviews, it is recommended that schools attempt to recruit adult volunteers to fill the role of interviewers. Ideally, it would be best to recruit business volunteers who hold jobs similar to those that the students are seeking. Being interviewed by adults not known to the students, is extremely effective. Each interview should take approximately 3 - 5 minutes per student.

We also recommend that, if at all possible, the volunteer interviewers be asked to assist you with Job Placement. Their thoughts, coupled with your knowledge base, can lead to some interesting job placements. Don't be afraid to assign students jobs that you might not have considered prior to the interview process. It is not uncommon to see a side of some students that you have never seen before.

Following are several suggestions for the interview process:

- Multiple adults may be seated individually in separate rooms, or spread out within a large room, so that many students can be interviewed at one time. This allows enough space a private interview without disrupting other applicants.
- Prearrange a job fair setting, and station volunteers in separate areas that coincide with the jobs available in *JA BizTown* (i.e. media, government, retail, manufacturing, etc.). Students can rotate from area to area based on the job preferences listed on their Job Applications.
- Request one or two adult volunteers to meet with each student over the course of several days.
- Suggested alternatives for scheduling:
 - Provide each student with the date, location and time of the interview. On that date, students will be expected to quietly excuse themselves from class, proceed to the interview, and return when the interview is completed. Students are responsible for watching the time and not being late or "missing" their appointments. This method provides little classroom disruption as only 1 – 2 students will be gone at any one time.
 - Allow the entire class to interview "at once," if an adequate number of volunteers is available.

We recommend that you provide interviewers with a list of suggested questions and a form for recording applicant responses and volunteer interview impressions. These forms may prove helpful during the job placement phase of *JA BizTown* preparation. Two interview templates follow for your consideration, or you may use the Job Interview Evaluation Form located in Unit 3 Lesson 3 of the Curriculum Guide.

Interviewer's Response Form (Template 1)

Interviewer: Please ask to see the citizen's **Job Application** before beginning the interview. Reference the three jobs the student applied for as you ask the questions below, and evaluate the responses. You will be helping to decide which job the applicant will receive. (Teachers attempt to place students in one of their top 3 preferences, but this is not always possible.) To aid in final citizen placement, please rate responses by circling a number between 1 and 5, using 1 as the lowest ranking and 5 as the highest.

Interviewer Name _____

Citizen Name _____ Date _____

- | | | | | | |
|---|--------|---|---|---|---------|
| | lowest | | | | highest |
| 1. Why are you applying for Job #1? | 1 | 2 | 3 | 4 | 5 |
| | lowest | | | | highest |
| 2. What skills do you have that qualify you for this job? | 1 | 2 | 3 | 4 | 5 |
| | lowest | | | | highest |
| 3. Describe any past experiences you have had doing something similar to this job? | 1 | 2 | 3 | 4 | 5 |
| | lowest | | | | highest |
| 4. What do you feel is your greatest strength that qualifies you for Job #2? | 1 | 2 | 3 | 4 | 5 |
| | lowest | | | | highest |
| 5. Describe some of the skills that are needed to be a good team member in this job. | 1 | 2 | 3 | 4 | 5 |
| | lowest | | | | highest |
| 6. What do you feel is the most important trait of a Quality Business? | 1 | 2 | 3 | 4 | 5 |
| | lowest | | | | highest |
| 7. What do you feel would be your greatest challenge for Job #3? | 1 | 2 | 3 | 4 | 5 |
| | lowest | | | | highest |
| 8. Why do you want this job?
Is there a question about this job that you would like to ask me? | 1 | 2 | 3 | 4 | 5 |

JA BizTown® Jobs Interview Process

Interviewer's Response Form-Template 1 (continued)

If you desire, and time allows, please add 2-3 additional questions from below.

Optional Interview Questions:

1. What school activities are you currently involved in?
2. Do you prefer working alone or with other people?
3. How would your friends describe you?
4. Name someone you admire. What do you admire most about this person?
5. Do you like working with computers?
6. Are you a good communicator? Do you like to write or speak in public? Why?
7. Are you dependable? Give me an example of your dependability.
8. Are you a leader? How have you demonstrated leadership in the past?
9. Are you creative? Give me an example of your creativity.
10. Give me an example of a time you were a good team member.
11. What skills do you have that will help you in a job at JA BizTown?

Rate the response to the questions you selected below:

	lowest				highest
First Question # _____	1	2	3	4	5
Second Question # _____	1	2	3	4	5
Third Question # _____	1	2	3	4	5

Final Evaluation

The interview goal is to match each student to the appropriate job. For the three jobs for which this citizen has applied, please rate how well you think he/she would be suited for each job?

Job #1 _____ Business _____

Overall Match Rating:	1	2	3	4	5
	lowest				highest

Job #2 _____ Business _____

Overall Match Rating:	1	2	3	4	5
	lowest				highest

Job #3 _____ Business _____

Overall Match Rating:	1	2	3	4	5
	lowest				highest

Interviewer's Response Form (Template 2)

Interviewer: Please ask to see the citizen's **Job Application** before beginning the interview. Reference the three jobs the student applied for as you ask the questions below, and evaluate the responses. To aid in final citizen placement, please rate responses by circling a number between 1 and 5, using 1 as the lowest ranking and 5 as the highest.

Interviewer Name _____

Citizen Name _____ Date _____

Business/Job Choice #1 _____

Business/Job Choice #2 _____

Business/Job Choice #3 _____

Please rate the citizen on the following items:

	Poor		Fair		Excellent
1. Job Application:					
Complete	1	2	3	4	5
Neat	1	2	3	4	5
2. Personal Appearance	1	2	3	4	5
3. Eye Contact	1	2	3	4	5
4. Articulate	1	2	3	4	5
5. Qualifications	1	2	3	4	5

Why would you like this job?

Do you like working with computers? Describe some of your experiences.

Are you a good communicator? Do you like to write or speak in public? Why?

Are you dependable? Give me an example.

Are you a leader? How have you demonstrated leadership in the past?

Are you creative? Give me an example of your creativity?

JA BizTown® Jobs Interview Process

Give me an example of a time when you were a good team member.



JA BizTown® Jobs
Sample Employment Letter

(Date)

Dear _____,
(citizen name)

Thank you for applying for a job at *JA BizTown*. After reviewing your application that describes your strengths and skills, we are happy to offer you a position in _____ as the _____ (business) _____ (position).

We hope that you accept this position and will do your personal best when you visit *JA BizTown*. Please report to your business on _____. Your salary will be \$_____ each pay period. (visit date)

Also, we would like for you to continue learning about check writing, business costs, and operations, and the many other economic concepts that your teacher is introducing. Be sure to prepare all necessary business paperwork. This will help you to continue to be a productive employee in our community.

Again, we appreciate your interest in *JA BizTown* and look forward to seeing you shortly.

Sincerely yours,

JA BizTown
Human Resources Department