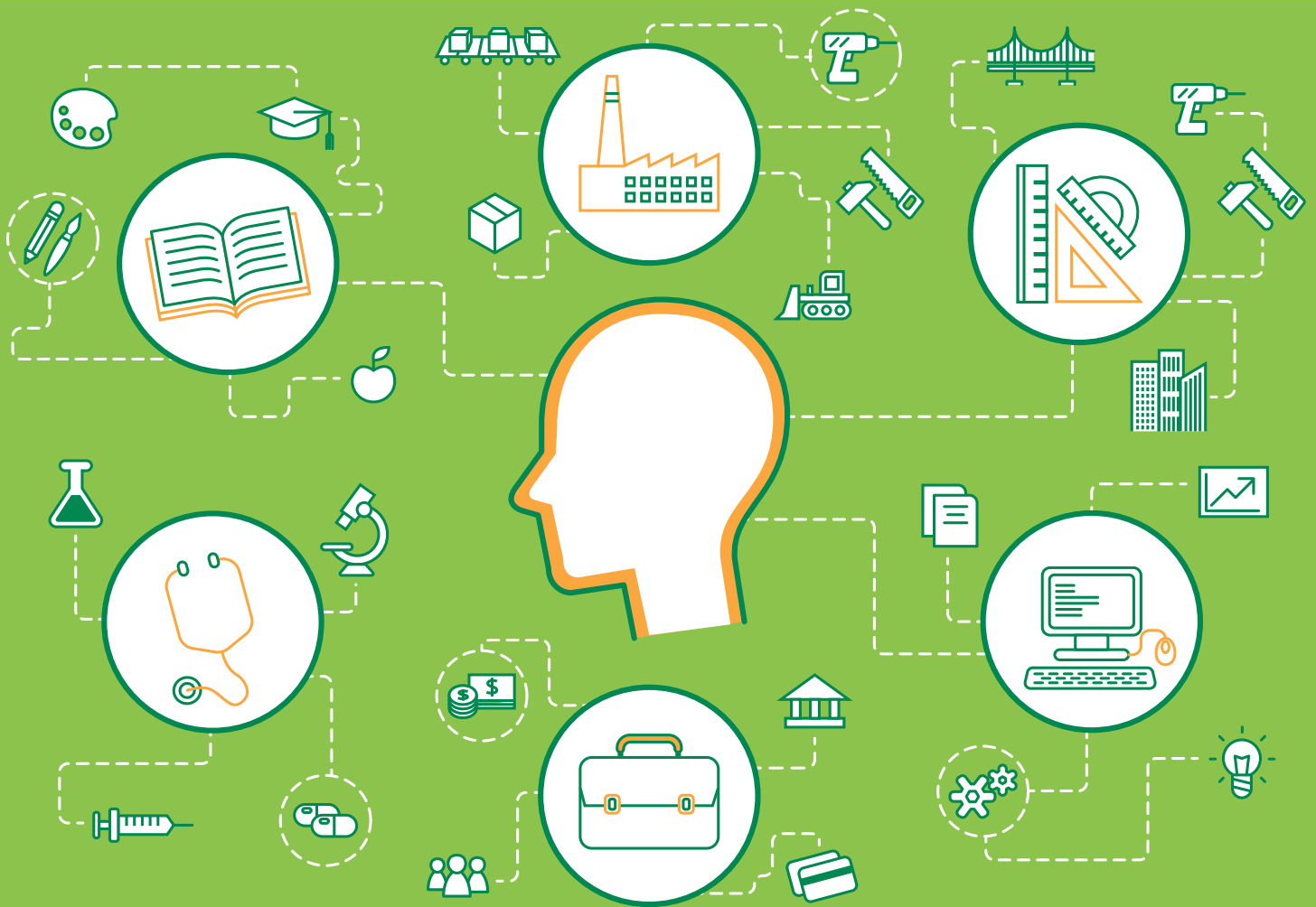


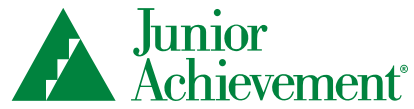
JA Career Exploration Fair

Student Workbook, High School



NAME _____

DATE _____



JA Career Exploration Fair

Student Workbook, High School

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Junior Achievement USA

Colorado Springs, Colorado

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Before the Fair

How Do You Use This Workbook?

- To help prepare for the career fair
- To keep notes from your interviews and interactions during the fair
- For reflection and follow up after the fair

Welcome!

Dear Career Seeker,

Welcome to the **JA Career Exploration Fair!**

During the time you attend, you will interact with a variety of businesspersons who will speak about their careers, demonstrate the equipment they use, 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 activities in your workbook.
- Look at the career speaker list and identify table locations you most want to visit. You will have 15 minutes to visit with each speaker you choose. Plan your time wisely.
- Use your time at the fair to ask questions using the questions and interview forms provided. Remember, you are not limited to these questions. Think of others you would like to ask.
- Complete the Reflection and Personal Action Plan workbook section to help you plan for your future.

What Do You Hope to Get out of the Day?

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

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

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

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

Self-Knowledge Assessment Activities: What Sets You Apart?

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

What are...

Your **abilities or skills**?

Your **interests**?

Your **work preferences**?

Your **values**?

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

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

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

KEY TERMS

Career the many jobs people work during their lives

Abilities or skills the things you do well

Interests the things you like doing

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

Values the ideals or standards that are important to you

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

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

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

DISCOVER YOUR FUTURE

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

Your Abilities Chart

Abilities or Skills	Strong	Average	Weak
Artistic: drawing, decorating, designing			
Administrative: operating machines, collecting information, record keeping			
Mathematical: working with numbers			
Language Arts: writing, speaking, using correct language skills			
Leadership or Coaching: leading group activities, getting things started, having people look to you for help			
Mechanical: working with cars, machines, or tools, repairing things, understanding how machines work			
Musical: singing, playing an instrument, composing, dancing			
Persuasive: talking easily with people, influencing people effectively, running for elected office, selling things			
Scientific: understanding scientific ideas, conducting field studies or lab experiments			
Social: working well with people, helping children			
Spatial Relations: seeing differences in size and shape and seeing how items relate to each other			

Abilities or Skills	Strong	Average	Weak
Teaching: helping others learn, showing others how to do things			
Other:			
Other:			
Other:			

List what you believe are your three strongest abilities:

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

Your Interests Chart

Interests	You like...	Related Career	Great	Slight	None
Outdoors	Working outside most of the time, working with animals or plants, exploring rain forests and woodlands	Farmer, forester, ranger, athletic coach, agricultural or mining engineer, construction worker			
Mechanical	Working with machines, tools, engines; fixing things	Auto mechanic, carpenter, machinist, repair person, plumber			
Mathematics	Working with numbers	Computer programmer, accountant, cashier, payroll specialist, math teacher, statistician, stockbroker			
Science	Curing disease, analyzing and solving problems, doing experiments, helping save natural resources	Chemist, doctor, physicist, engineer, optician, electronics worker, inventor			
Influencing Others	Educating people about important issues, learning about other cultures and countries, selling things and ideas	Lawyer, actor, politician, entrepreneur, teacher, advertising executive, boss			

Interests	You like...	Related Career	Great	Slight	None
Arts	Doing creative work with your hands; designing; working with color, paints, and materials	Artist, hair stylist, architect, clothing designer, interior decorator, illustrator, textile designer			
Literary	Reading and writing	Writer, editor, historian, librarian, news reporter, professor			
Music	Composing and performing	Composer, singer, conductor, performer, choir director, music teacher			
Social Service	Providing service to others; helping children, families, and the elderly	Nurse, school or employment counselor, social worker, firefighter, psychiatrist			
Legal	Enforcing, interpreting, or investigating laws; solving mysteries	Lawyer, paralegal, judge, customs inspector, FBI/CIA agent, police officer			
Administrative	Organizing, being precise and accurate, coordinating events	Computer science professional, accountant, proofreader			
Other:					
Other:					
Other:					

List what you believe are your three strongest interests:

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

Your Work Preferences Chart

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

List your top three work preferences:

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

What You Value Chart

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

List your top three values: _____

Look at all things you discovered about yourself in the exercises above. 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 the answers to the questions above 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 Explorer, an online tool developed by the U.S. Department of Labor, Employment, and Training, 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

You will have a limited amount of time at the **JA Career Exploration Fair**. You will have 15 minutes to visit with each guest speaker you choose. The schedule below will help you plan your visits. Check with your teacher for the correct times for your school.

JA Career Exploration Fair Sample Schedule

8:00–8:55	Registration/Check-in (Optional)
8:55–9:00	Welcome
9:00–9:30	Keynote Address (Optional)
9:35–9:50	Guest Speaker Visit 1
9:55–10:10	Guest Speaker Visit 2
10:15–10:30	Guest Speaker Visit 3
10:35–10:50	Guest Speaker Visit 4
10:55–11:10	Guest Speaker Visit 5
11:15–11:30	Guest Speaker Visit 6
11:35–11:50	Guest Speaker Visit 7

There will be a 5-minute transition time between sessions.

In order to plan your time wisely and visit the tables that fit your career interests, fill in the information below using the job titles and companies listed in **Appendix 2**.

Identify and list seven jobs that you might consider for the future.

Jobs I Want to Know More About

Job Title	Company	Table Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Helpful Hints: Make That First Impression Count!

Keep these tips in mind when you attend the **JA Career Exploration Fair**. Remember that all your future employers are seeking confident, enthusiastic, and dedicated employees. This is a good time to start practicing those skills.

- Be prepared for the fair.** Dress for success and wear comfortable shoes.
- Look confident. Smile! Make eye contact and offer a firm handshake. Do not chew gum.
- Be respectful.** Be patient, courteous, and respectful.
- Pay attention.** Use the person's name right away to let him or her know you plan to remember it.
- Communicate professionally.** Speak clearly and choose your words carefully.
- Be prepared to ask thoughtful questions.** Sample questions appear below.
- Take notes.**

Possible Questions to Ask the Guest Speakers

Below are sample questions you might want to ask each of the speakers. Check the ones you'd like to ask and, during the fair, record the responses in the spaces below. Jot down other questions you'd like to ask as well. Additional writing space can be found on the **Notes** page in the back of your workbook.

Speaker 1: Name and Company _____

What is your job title? _____

What are your responsibilities? _____

What is a typical day like for you? _____

Why did you select this work? _____

What education do you need for the job? _____

How has your job changed? _____

How many hours do you work? Are the hours flexible? _____

Does your company pay for continuing education? _____

What does your company look for in an employee? _____

Is math important? _____

What is the salary range? _____

What can I do in school now to help me prepare to get a job someday? _____

Do you work with a team? What's that like? _____

What is your favorite thing to do at work? What is the hardest part? _____

Other questions I'd like to ask: _____

Speaker 2: Name and Company _____

What is your job title? _____

What are your responsibilities? _____

What is a typical day like for you? _____

- Why did you select this work? _____
- What education do you need for the job? _____
- How has your job changed? _____
- How many hours do you work? Are the hours flexible? _____
- Does your company pay for continuing education? _____
- What does your company look for in an employee? _____
- Is math important? _____
- What is the salary range? _____
- What can I do in school now to help me prepare to get a job someday? _____
- Do you work with a team? What's that like? _____
- What is your favorite thing to do at work? What is the hardest part? _____

Other questions I'd like to ask: _____

Speaker 3: Name and Company _____

- What is your job title? _____
- What are your responsibilities? _____
- What is a typical day like for you? _____
- Why did you select this work? _____
- What education do you need for the job? _____
- How has your job changed? _____
- How many hours do you work? Are the hours flexible? _____
- Does your company pay for continuing education? _____
- What does your company look for in an employee? _____
- Is math important? _____

- What is the salary range? _____
 - What can I do in school now to help me prepare to get a job someday? _____
 - Do you work with a team? What's that like? _____
 - What is your favorite thing to do at work? What is the hardest part? _____
-
- Other questions I'd like to ask: _____
-

Speaker 4: Name and Company _____

- What is your job title? _____
 - What are your responsibilities? _____
 - What is a typical day like for you? _____
 - Why did you select this work? _____
 - What education do you need for the job? _____
 - How has your job changed? _____
 - How many hours do you work? Are the hours flexible? _____
 - Does your company pay for continuing education? _____
 - What does your company look for in an employee? _____
 - Is math important? _____
 - What is the salary range? _____
 - What can I do in school now to help me prepare to get a job someday? _____
 - Do you work with a team? What's that like? _____
 - What is your favorite thing to do at work? What is the hardest part? _____
-
- Other questions I'd like to ask: _____
-

Speaker 5: Name and Company _____

- What is your job title? _____
- What are your responsibilities? _____
- What is a typical day like for you? _____
- Why did you select this work? _____
- What education do you need for the job? _____
- How has your job changed? _____
- How many hours do you work? Are the hours flexible? _____
- Does your company pay for continuing education? _____
- What does your company look for in an employee? _____
- Is math important? _____
- What is the salary range? _____
- What can I do in school now to help me prepare to get a job someday? _____
- Do you work with a team? What's that like? _____
- What is your favorite thing to do at work? What is the hardest part? _____

- Other questions I'd like to ask: _____

Speaker 6: Name and Company _____

- What is your job title? _____
- What are your responsibilities? _____
- What is a typical day like for you? _____
- Why did you select this work? _____
- What education do you need for the job? _____
- How has your job changed? _____

- How many hours do you work? Are the hours flexible? _____
- Does your company pay for continuing education? _____
- What does your company look for in an employee? _____
- Is math important? _____
- What is the salary range? _____
- What can I do in school now to help me prepare to get a job someday? _____
- Do you work with a team? What's that like? _____
- What is your favorite thing to do at work? What is the hardest part? _____
- Other questions I'd like to ask: _____

Speaker 7: Name and Company _____

- What is your job title? _____
 - What are your responsibilities? _____
 - What is a typical day like for you? _____
 - Why did you select this work? _____
 - What education do you need for the job? _____
 - How has your job changed? _____
 - How many hours do you work? Are the hours flexible? _____
 - Does your company pay for continuing education? _____
 - What does your company look for in an employee? _____
 - Is math important? _____
 - What is the salary range? _____
 - What can I do in school now to help me prepare to get a job someday? _____
 - Do you work with a team? What's that like? _____
 - What is your favorite thing to do at work? What is the hardest part? _____
-
- Other questions I'd like to ask: _____

After the Fair

Self-Reflection: Capture Your Learning

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

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



What were the most surprising things you learned?



What motivated the speakers you spoke to?



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 Career Exploration 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 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? Have you the resources you need?

Relevant: What does this goal mean to your life?

Time-bound: When’s the end date?

PERSONAL GOAL

List two things you can do today to help you reach your education 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 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 teens 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 teens with helpful information on topics that are important to them.

Visit www.jamyway.org.

JA Build Your Future®

JA Build Your Future is an app that helps teens break down the costs of achieving their career goals into real, easy-to-understand numbers. It helps teens explore potential future income from a desired career and evaluate the cost of post-secondary education. Teens can assess more than 100 careers, see what levels of education are required, and calculate the cost of education. Teens can then adjust the level of money they and their parents may contribute, combined with student loans they 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 the high-demand careers while still in school. Access the app using the following URL:
<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, do a sport or outdoor activity (for example, Boy Scouts, Girl Scouts, 4-H, local community center or youth group).
- Take part in family activities and events.
- Sell something (for example, lemonade, school fundraisers, crafts).
- Take up a hobby.
- Travel.
- Volunteer.
- Learn a new computer skill or foreign language.
- Take risks. Try new activities that may lead to new learning.
- Do daily chores or family responsibilities without complaining.
- Work summer or part-time jobs (for example, babysitting, lawn mowing, working for a family business).
- Earn a certificate, license, or permit (for example, CPR license, work permit, fishing license, babysitting training certificate).

Certificate of Achievement

Student Name

Has attended the
JA Career Exploration Fair
School

Teacher

Date



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Appendix 1

Career Clusters Chart

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

Notes