



Junior
Achievement®

JA Inspire™
Virtual

Prepare to be Hired
Student Guide

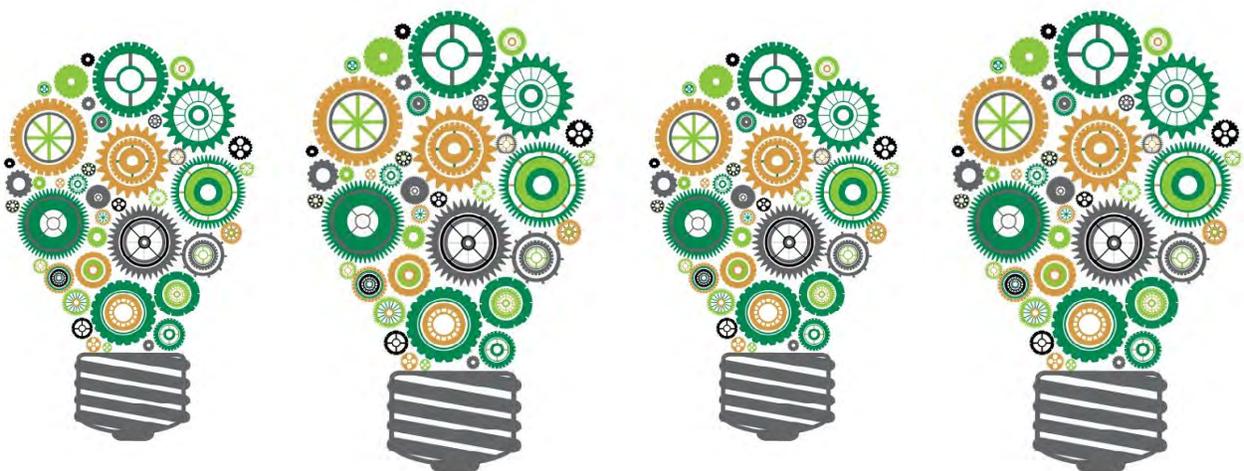


March 2, 2021

You are about to learn a lot about yourself and about careers that are available in your local community.

JA Inspire is a virtual career fair for students. During the time you spend on JA Inspire you will:

- Prepare an itinerary for your time at the virtual event.
- Learn about different career centered topics through our webinars and industry panels.
- Apply for part-time, full-time, seasonal or permanent employment.
- Gather information from local companies by visiting their virtual booths at JA Inspire. Use this information to start your career plan.
- HAVE FUN!



Session 1: Creating Your Job Resume

Creating a resume can be overwhelming for many people (even for adults), but it is the first step in preparing to apply for jobs. As you get ready to participate in the JA Inspire Statewide Virtual Career Fair and apply for work, below is some information and questions that you will want to respond to. Your responses to these questions will be used to build your resume.

Contact Info: *What's the best way for someone to get in touch with you? Include mailing address, email address and phone number.*

Education: *High School name and address, graduate date (predicted), class rank, GPA, any advanced or specialized classes or programs.*

Goals: What kind of job are you looking for? Full-time, part-time, seasonal, or temporary?

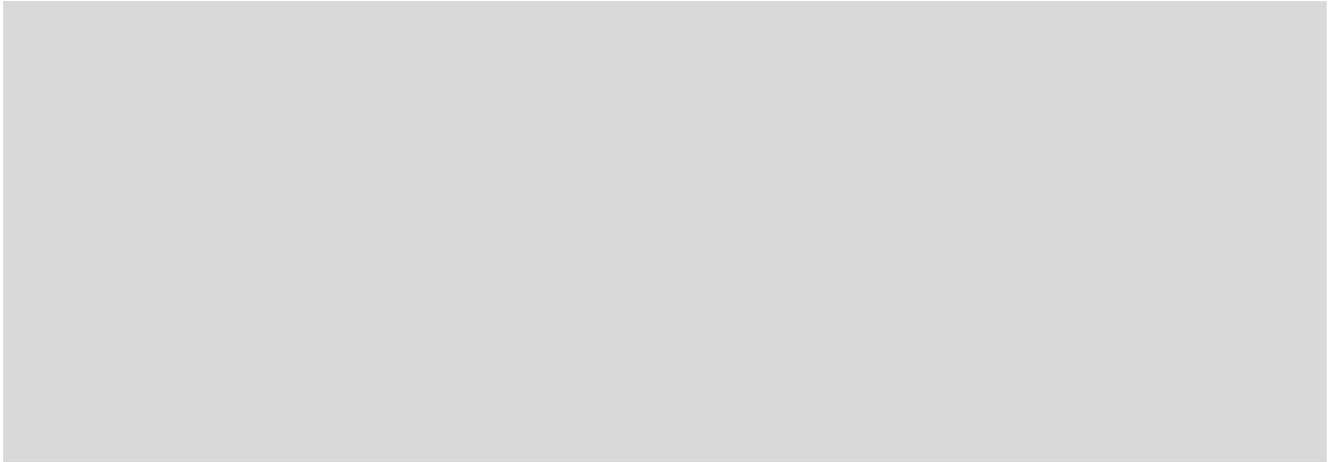
What makes you the best candidate for such a job? What character traits do you have that will make you good at the job? Do you have advanced skills in a certain area?

Experience: Previous work experience or any experience that you think might help you do the job you want: Include what the experience is; dates of the experience, description of what the experience was.

Examples: Community service/volunteer work, paid work experience, babysitting, fish camp, etc.

Additional skills you may have: Foreign language, technical skills (software, any coding language, keyboarding, etc.)

Awards and Activities: List awards and activities that may be relevant to any employment. If you are not sure whether it is relevant, the general rule of thumb is that if it fits on one page, include it. *Examples: academic and nonacademic awards and honors, leadership roles you have currently or had in the past; extracurricular activities in and out of school.*



Now it is time to put your resume together. From your computer or smart phone, go to www.jamyway.org. You will need to create an account, sign in, and follow the prompts using the information you gathered above to create a winning resume.

If you have a resume already, you can skip this step but be sure to update your resume with the information above.

BUILD YOUR RESUME AT
www.jamyway.org

Session 2: Interviewing- Answering Beyond "Yes or No"

To get a job, it is not enough just to have certain skills; you also need to demonstrate them to a potential employer in an interview. Interviews can be in person, by phone, online or in the form of written questions and answers. Often, a yes or no answer isn't enough; it takes an example to completely answer the question.

An interview can be a nerve-wracking experience, and one way to be successful is to prepare. Here are three steps to answer interview questions:

1. Repeat the interview question to yourself and make sure you know what is being asked. If you are unsure, ask your interviewer to explain.
2. Pause to formulate your answer. It's okay if there is awkward silence for a moment while you formulate your answer.
3. Include a brief example in your response that demonstrates you have the skill, even if you are asked a yes or no question. The example should be:
 - a. Brief but with details
 - b. Applicable to the job
 - c. Recent
 - d. True
 - e. Believable
 - f. Clear and answers the question

Session 2: Interviewing- Answering Beyond "Yes or No"

To start practicing, answer the interview questions below. If you do not know what some of these words mean, look them up. It is important to know exactly what the question means. In an actual interview, you would ask for your interviewer to explain.

A. Do you have a strong work ethic when you're not being directly supervised?

B. Are you able to provide leadership and influence others when it is needed?

C. Are you able to manage your time so that you accomplish your tasks on time?

D. How do you respond to constructive feedback?

E. Can you continue to work well in high-pressure or stressful situations?

Session 3: Prepare for the JA Inspire Virtual Career Fair



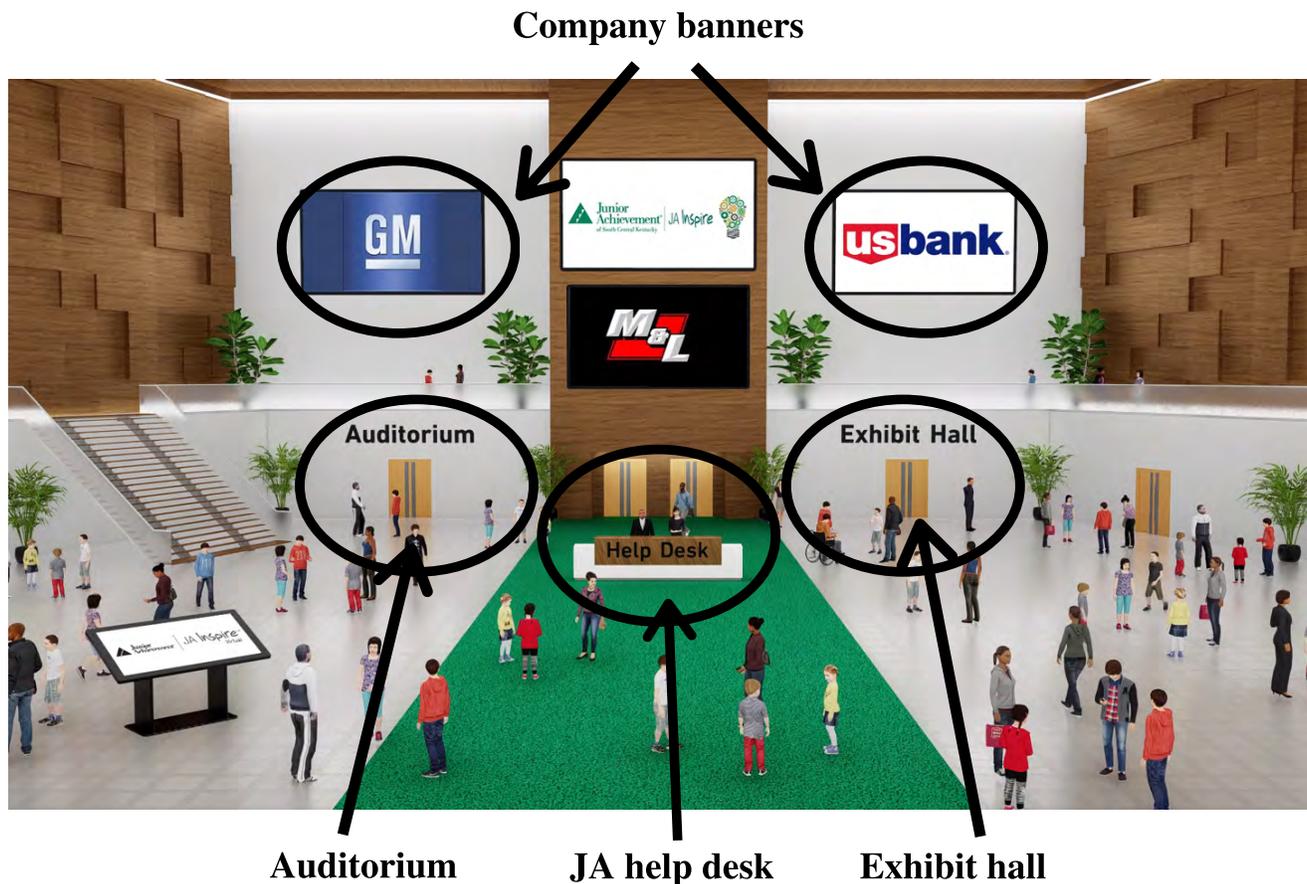
During your visit to the JA Inspire Virtual Career Fair, you will have access to statewide and local company booths within your region and across the state. Here you will find information about businesses, job opportunities, interesting facts, educational needs, internships and much more.

During your time at JA Inspire, you will get a chance to do your own research on specific companies and specific careers. To get you started we wanted to help you plan your visit by helping you to build your itinerary for the day.

PLACES TO VISIT AT THE VIRTUAL CAREER FAIR: VIRTUAL LOBBY

Your point of entry is through the virtual lobby, which includes access to the following:

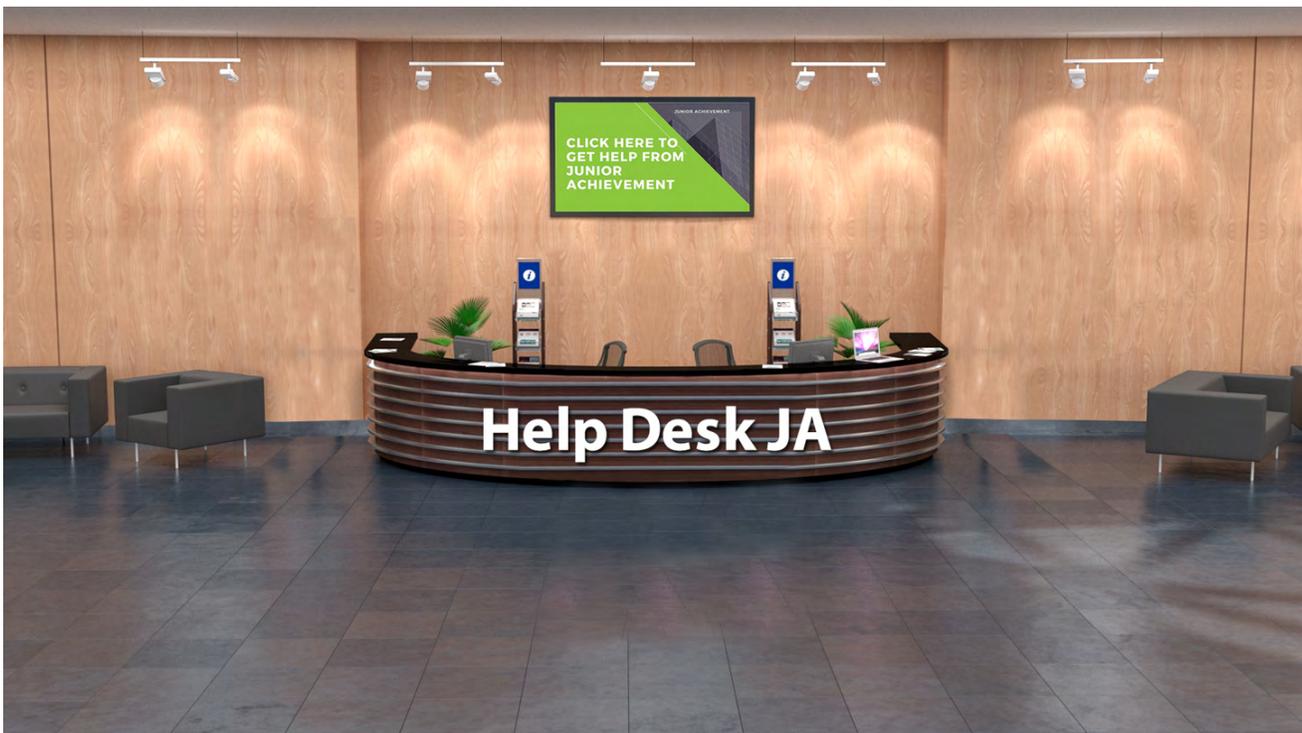
- **Information center:** Find information about JA Inspire and contact information for technical issues.
- **Company banners:** Click on the banner to go directly to the company's career booth or website.
- **Exhibit halls:** Visit company booths within the exhibit halls.
- **Auditorium:** Enter to watch speakers, panels and attend webinars.



JA HELP DESK

Visit the help desk to:

- Get answers to your questions.
- Watch navigational screencast videos to help you get around the event.
- Search for booths and listings of webinars.
- Get information on the scavenger hunt, open houses and opportunities to win prizes!

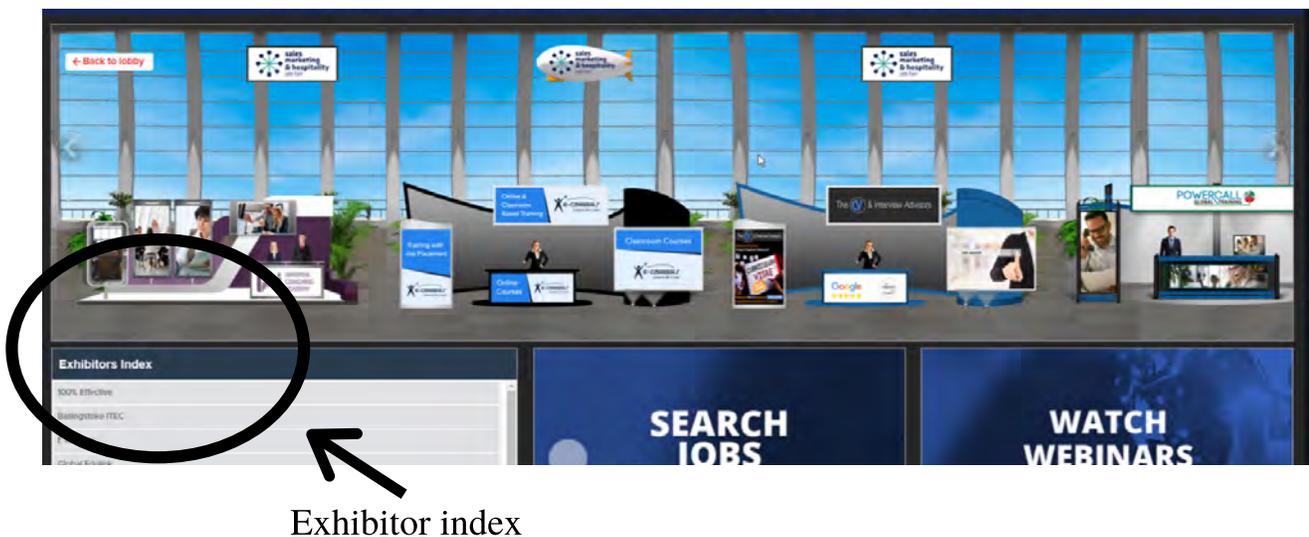


VIRTUAL EXHIBIT HALL

You will move through the virtual halls, visiting companies that are of interest to you.

Halls are organized by region, make sure you visit the region you live in. This may also be a time to visit region halls where you have considered moving after high school graduation. For example, do you live in the Northwest Arctic Region, but plan to go to college in Fairbanks? Visit the Interior Region Hall to see jobs that may be available to you while you attend college. There is also a Statewide Exhibit hall which means employers in that hall have jobs across the the entire state. Stop in there to find jobs available in your region as well.

There is an exhibitor index that allows you to easily find companies by name. Or, scroll through the businesses, stopping by to visit, get information and search/apply for jobs.

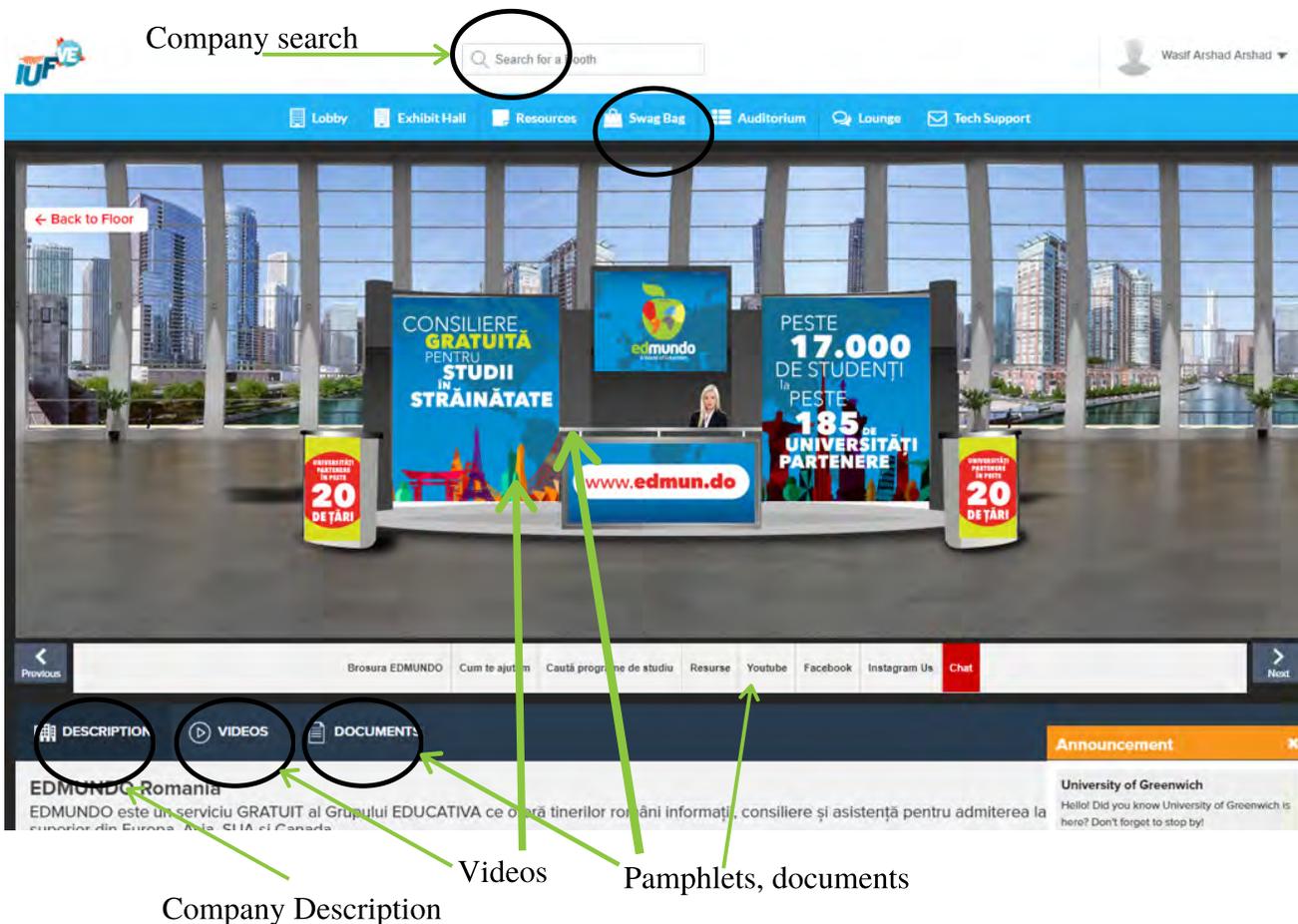


For a list of employers within your region and across the state visit
<https://jainspireak.org/2021-employers-list->

EMPLOYER BOOTHS

Within the Regional Halls, you will visit Employer Booths that have videos, brochures, flyers, pictures, job openings and more. The career cluster icons will be at each booth to help ensure you visit companies within our career cluster interests. As you explore each company's booth, you will have the opportunity to gather information specific to the company, as well as information about the career cluster industry.

Some company booths may have job openings posted. You will need to have an electronic version of your resume ready to submit. Some companies may ask for you to submit your resume when applying for an open position, while others will ask you to complete their job application. Either way, always be prepared with your resume and submit it along with your application, if possible.



VIRTUAL AUDITORIUM

In the Virtual Auditorium you will watch and participate in webinars. Some webinars are pre-recorded where you can listen and watch as professionals share on different topics. Some webinars are live and you will have the opportunity to interact with the presenters as the webinar is happening. You can review a list of the scheduled events in the Virtual Auditorium at <https://jainspireak.org/webinars>.

Write the Webinars you are interested in attending in the space below:



EVENT EXTRAS

During the JA Inspire Virtual Career Fair you will have the opportunity to participate in many different activities. There are two activities that you will want to know about in advance so you do not miss out!



The Virtual Scavenger Hunt

While you are visiting the JA Inspire Virtual Career Fair, you will have the opportunity to participate in a virtual scavenger hunt. The virtual scavenger hunt will include finding items "hidden" throughout and answering questions related to being ready for work.

All students who complete the scavenger hunt will be entered to win awesome prizes like brand new iPads, tshirts, and more!

Pre and Post Surveys

You will be asked to complete an online survey before (pre) and after (post) about your experience at the JA Inspire Virtual Career Fair.

There are no right or wrong answers, it is all about your thoughts and opinions about the event.

All students who complete the scavenger hunt will be entered to win a prize, so don't forget this important step!



EVENT EXTRAS

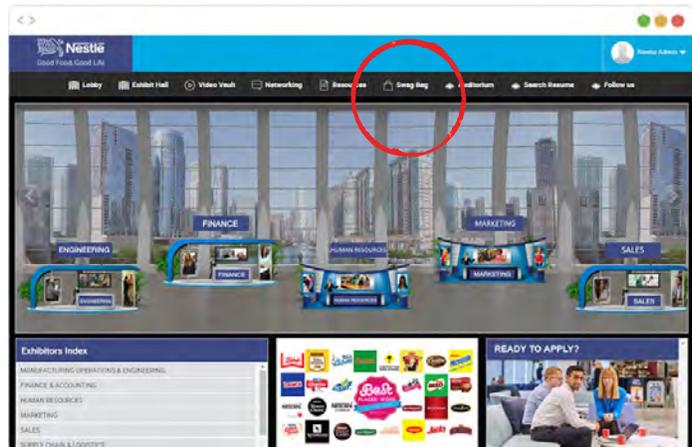


Company Open Houses

Many companies will be hosting Virtual Open Houses. This means you will be able to talk directly with company representatives. To view a schedule of Open Houses visit <https://jainspireak.org>.

Swag bag/Digital Backpack

Throughout the event you will have the opportunity to pick up materials that interest you. You will be able to download and save the materials for later use.



Create Your Avatar

When you enter the Virtual Career Fair, you will have the opportunity to create a personalized avatar to use throughout the Virtual Career Fair.



SESSION 4: JA Inspire Virtual Career Fair

What are you looking forward to the most at the Virtual Career Fair?



Event is LIVE on March 2 & 4th only. You will be directed to a landing page on all other days.

After your visit, come back to this workbook to complete the following pages.

Have fun!

Session 5: Reflection & Action

What were the top three Career Clusters you were interested in at JA Inspire?

- | | | | |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> |  Agriculture & Natural Resources | <input type="checkbox"/> |  Hospitality |
| <input type="checkbox"/> |  Architecture & Construction | <input type="checkbox"/> |  Human Services |
| <input type="checkbox"/> |  Arts and Communication | <input type="checkbox"/> |  Information Technology |
| <input type="checkbox"/> |  Business Management | <input type="checkbox"/> |  Law & Public Safety |
| <input type="checkbox"/> |  Education & Training | <input type="checkbox"/> |  Manufacturing |
| <input type="checkbox"/> |  Finance | <input type="checkbox"/> |  Marketing & Sales |
| <input type="checkbox"/> |  Government | <input type="checkbox"/> |  STEM |
| <input type="checkbox"/> |  Health Science | <input type="checkbox"/> |  Transportation & Distribution |

What was the most interesting speaker or webinar you attended, and why?

Take a moment now to reflect on this journey. What is one thing you learned about yourself?

Session 5: Reflection & Action

Now that you've had the opportunity to apply for a job, what actions are you taking to ensure that you get a job?

1)

2)

3)



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