Junior Achievement™

JA It's My Job (Soft Skills) | JA Connect Resources

DEAR EDUCATOR AND VOLUNTEER,

Work and Career Readiness

As you implement *JA It's My Job® (Soft Skills),* we want you to be aware of the self-guided, on-demand digital resources available on JA Connect® to enhance and extend student learning. These bite-size learning activities average 5–10 minutes in length, are highly interactive, and are accessible via computer or mobile device at https://connect.ja.org/work-career-readiness. They may be used:

- As pre-program activities to help jump-start conversation.
- To practice concepts during your JA class sessions.
- As a follow-up for extended learning/practice.

Go to connect.ja.org for more activities.

All entry-level resources are available to any user. Intermediate and advanced resources require login (users can access with existing JA login or may self-register). Select the thumbnail image to go directly to the resource.

New resources are added frequently, so check back often. Examples of resources that align with *JA It's My Job (Soft Skills)* include the following:

COMMUNICATING ABOUT YOURSELF

What is Growth Mindset?

Entry

Students learn about growth mindset and how to identify it in themselves and others.

How to Develop a Growth Mindset

Entry

Students explore tips and examples to help them overcome fixed ideas and allow them to grow, learn, and overcome challenges.

Collecting Evidence of Transferable Skills

Entry

Students learn to identify and describe "transferable" skills that will help them land a job.

What is Collaboration?

Entry

Students explore different situations in which teamwork is the key to success.

Effective Team Behavior

Intermediate

Students observe and make recommendations about which employees have the traits they need to support collaboration, resolve conflicts, and lead by example.

INTERVIEWING FOR A JOB

Understanding Interviewing

Entry

Students learn how interviews work and discover how they can benefit from the job interview process.

Preparing for a Winning Interview

Entry

Students learn nine tips to ace a job interview.

Dressing for Interviews

Entry

Students learn three different ways of dressing for an interview and discover how appearance impacts their chances for landing the job.

Interview Etiquette

Entry

Students learn how to prepare for an interview, positively present themselves when they walk in, and answer questions appropriately.

Polish Your Personal Brand

Entry

Students learn about the role of mentors and role models, examine the importance of networking, and explore how to receive constructive feedback.

Answering Difficult Questions

Intermediate

Students learn how to answer some of the toughest interview questions and find out which questions interviewers are not allowed to ask.

Owning the Interview

Intermediate

Students learn key tips for rocking a job interview and then decide whose interview styles are most likely to win the job in this game-style activity.

Preparing to Talk About Yourself

Advanced

Students learn why interviewers ask questions like, "Tell me about yourself," and prepare to answer them by telling stories that highlight their strengths.

APPLICATIONS AND RESUMES

Introduction to Job Search Tools

Entry

Students learn how to choose and make the most of the amazing job search tools in their pockets.

Digital Ethics

Entry

Students learn the difference between safe and unsafe behavior online and discover personal branding and its importance.

Practice Using a Job Search Tool

Intermediate

Students get hands-on experience with job search tools, tips, and techniques as they help their "friend" find the perfect job.

Understanding Job Postings

Entry

Students learn what information to look for in each of seven different areas on a job listing and then test their knowledge with real-world job descriptions.

Effective Profile Statements

Intermediate

Students explore what makes great formal and informal profile statements and then craft their own versions.

Online Job Applications

Intermediate

Students learn what information is needed to complete an online job application and practice filling one out.

Crafting Your Resume

Entry

Students learn how to recognize key features of a resume and explore resume formatting options.