

DEAR EDUCATOR AND VOLUNTEER,

As you implement *JA It's My Job*®, we want you to be aware of new, self-guided, on-demand digital resources available 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.

All basic-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* include the following:



Work and Career Readiness



Go to connect.ja.org for more activities.

COMMUNICATING ABOUT YOURSELF



What Is a Growth Mindset?

- Basic
- ✓ Critical & Analytical Thinking
- ✓ Creativity



How to Develop a Growth Mindset

- Basic
- ✓ Critical & Analytical Thinking
- ✓ Creativity



Collecting Evidence of Transferable Skills

- Basic
- ✓ Career Development
- ✓ Engaging Communication



What Is Collaboration?

- Basic
- ✓ Collaboration




Effective Team Behavior

- Intermediate
- ✓ Collaboration

INTERVIEWING




Understanding Interviewing

-  **Basic**
- ✓ Career Development
- ✓ Engaging Communication
- ✓ Cultural Agility
- ✓ Interpersonal Skills




Preparing for a Winning Interview

-  **Basic**
- ✓ Career Development
- ✓ Engaging Communication
- ✓ Cultural Agility
- ✓ Interpersonal Skills



Dressing for Interviews

-  **Basic**
- ✓ Career Development
- ✓ Interpersonal Skills
- ✓ Decision Making



Interview Etiquette

-  **Basic**
- ✓ Career Development
- ✓ Collaboration
- ✓ Engaging Communication
- ✓ Cultural Agility
- ✓ Interpersonal Skills



Polish Your Personal Brand

-  **Intermediate**
- ✓ Career Development
- ✓ Interpersonal Skills



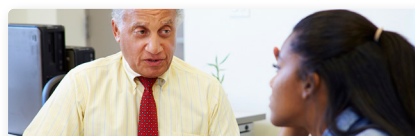
Answering Difficult Questions

-  **Intermediate**
- ✓ Career Development
- ✓ Cultural Agility



Owning the Interview

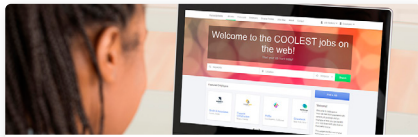
-  **Intermediate**
- ✓ Career Development
- ✓ Interpersonal Skills



Preparing to Talk About Yourself

-  **Advanced**
- ✓ Career Development
- ✓ Creativity
- ✓ Engaging Communication

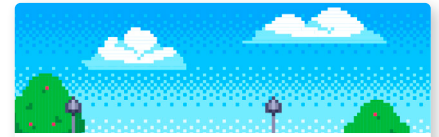
APPLICATIONS AND RESUMES

**Introduction to Job Search Tools**

- Basic
- ✓ Career Development

**Digital Ethics**

- Basic
- ✓ Engaging Communication
- ✓ Self-Direction

**Practice Using a Job Search Tool**

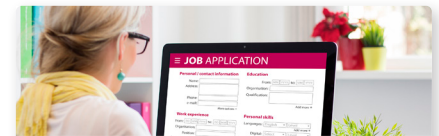
- Intermediate
- ✓ Career Development

**Understanding Job Postings**

- Intermediate
- ✓ Career Development

**Effective Profile Statements**

- Intermediate
- ✓ Career Development

**Online Job Applications**

- Intermediate
- ✓ Career Development
- ✓ Engaging Communication
- ✓ Decision Making

**Crafting Your Resume**

- Advanced
- ✓ Career Development