



JA Career Speakers Series

Student Guide, **Grades 9–12**



NAME _____

DATE _____

Student Guide: JA Career Speakers Series

Thank you for participating in this career readiness event. Junior Achievement empowers young people to own their economic success. It is our hope that this speaker helps you think about the work you might like to do in the future.

Before the Speaker Event

1. Research the visiting career speaker and his or her company or organization. Note any interesting facts you discover.
 - Search suggestions: company website, online searches for the speaker and company, interview friends and family to see what they know about the company
2. Visit the U.S. Department of Labor site, O*NET, at <https://www.onetonline.org/>.
 - Use the site's Occupation Search field to research your speaker's job title.
 - Select the result that most closely matches the speaker's job.
 - Note interesting facts about that job profile, including:
 - Job tasks
 - Technology skills
 - Knowledge
 - Skills
 - Related occupations
 - Abilities
 - Work activities
 - Work context
 - Education
3. Visit the U.S. Department of Labor site, O*NET, at <https://www.onetonline.org/>.
 - In the top navigation bar, find the Find Occupations drop-down menu, select Career Cluster, and use the arrow button to search.
 - Use the drop-down menu on the Browse by Career Cluster page to investigate and identify the career cluster most closely related to the speaker's job.
 - Research the job outlook for that job, which is the predicted job growth for that job in the next 20 years.
4. Based on your research of the speaker's job and company or organization, prepare questions that you would like answered. Ask polite questions and avoid questions that might be embarrassing or too personal.
5. Consider your own vision. Think about:
 - **What do I like?** Hobbies? Favorite entertainment or school subjects?
 - **What am I good at?** Tasks that I find easy? Awards I've won? Classes I do well in?
 - **What jobs might I like?** Jobs of adults I know? Jobs I've seen on TV or in movies? Jobs I think could be needed in the future?

- **What jobs are in demand or will be in demand in 5–10 years?**
Visit the U.S. Department of Labor site, O*NET, at <https://www.onetonline.org/>.
 - In the top navigation bar, find the Find Occupations drop-down menu, select Bright Outlook, and use the arrow button to search.
 - Follow the on-screen instructions to browse jobs that are predicted to be in high demand in the future.

During the Speaker Event

Contribute to the event by actively listening to the speaker and asking appropriate questions. Suggested questions are listed. Feel free to ask others you may have.

What does a typical day look like for you?

How much money do you earn?

When did you start? Did you go to school to learn your job?

How many days a week do you work? How many hours per day?

Do you travel for work? If so, when, where, and how often?

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

Do you work indoors or out?

How do listening skills help you perform your job?

What is your favorite thing to do at work? What is your least favorite?

What is the easiest part of your job? What is the hardest part?

Why is your job important to you? Why is your job important to your company or organization?

What subject do you wish you had studied more in school?

What kinds of conflicts do you have in your work? How do you resolve them?

What kinds of problems do you need to solve? How do you make your decisions?

Questions for students following the speaker's presentation:

Interesting facts you learned:

Topics for further investigation on your own at a later time:

Reflect on what you've learned. Note the two most interesting or important ideas you heard during the event.

Follow-Up

Write a thank you letter to the speaker. Use proper business letter format.

- Express your appreciation for the speaker's time and discussion.
- State what you enjoyed or learned from the presentation. Include supporting evidence about what you have learned by stating three to five examples of interesting facts you learned about the speaker's company, his or her job, and the skill and preparation necessary for that job.
- Note topics that the speaker's presentation has prompted you to investigate.
- Conclude by making a connection between the speaker's presentation and your own future plans.

Career Cluster Scavenger Hunt

Team Name: _____

Create a scavenger hunt that leads the hunter through a wide variety of careers to consider for the future.

Check out the following websites as possible resources:

- <https://www.onetonline.org/find/bright> (high growth jobs)
- <https://www.onetonline.org/find/career> (jobs sorted by career clusters)
- <https://www.onetonline.org/find/green> ("green" jobs)
- <https://www.onetonline.org/find/industry> (jobs sorted by industry)
- <https://www.onetonline.org/find/zone> (jobs sorted by education, training, and experience needed)
- <https://www.onetonline.org/find/stem> (jobs requiring science, technology, engineering, or math backgrounds)
- <https://www.bls.gov/ooh/home.htm> (*Occupational Outlook Handbook* of all jobs)

Instructions for Creating the Scavenger Hunt

In the **Clue** column of the table, write questions or clues. An example is provided. The hunter will record answers in the **Answer** column. As you write each question, also note the answer and citation in the answer key at the end of this guide so that others can find the information. Remember: A good scavenger hunt question should provide enough of a clue for the hunter to find the information.

Scavenger Hunt Table

	Clue	Answer
	Example: In the career cluster Education and Training, what is the third task listed for the Curators occupation?	
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Scavenger Hunt Table (continued)

	Clue	Answer
10		
11		
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Did you cover all 16 career clusters?

- Agriculture, Food, and Natural Resources
- Architecture and Construction
- Arts, Audio/Video Technology, and Communications
- Business Management and Administration
- Education and Training
- Finance
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections, and Security
- Manufacturing
- Marketing
- Science, Technology, Engineering, and Mathematics
- Transportation, Distribution, and Logistics

Answer Key: Career Cluster Scavenger Hunt

Team Name: _____

Fill in the **Answer** and **Citation** columns for each clue in your scavenger hunt. An example is provided. Citations are online locations where people can find this answer for themselves.

Answer Key: Scavenger Hunt Table

Clue	Answer	Citation
	Example: Plan and conduct special research projects in an area of interest or expertise.	https://www.onetonline.org/link/summary/25-4012.00
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