



Junior
Achievement®
of South Dakota

JA Inspire

Student Workbook



Student Name: _____

School: _____

WELCOME TO JA INSPIRE

Your education and skills will enable you to succeed in whatever career you choose. Once you know your career options, you can work toward them.

Get Inspired!

JA Inspire unites schools in our community with local businesses. The goal is to help inspire you to envision future career possibilities.

The first step includes in-class activities to get prepared. Then you will participate in the virtual *JA Inspire* event, where you'll see careers in action.

The virtual *JA Inspire* event is an experience that introduces you to a variety of local career opportunities. Virtual *JA Inspire* lets you watch videos where you can learn about specific careers, see work equipment, and watch a job in action. You may one day seek a job at one of these companies! Educational institutions, government, and other organizations may also be represented among the virtual career videos.

How Do I Use This Booklet?

- The pre-work and activities will help you prepare as you consider obtaining a career someday and will provide information needed to get the most out of the virtual event.
- During the virtual event you will use this booklet to:
 - Take notes about different careers.
 - Explore higher education options in South Dakota.
 - Reflect on your experience.

*Log in information will be provided prior to the event.

VIDEO NOTES – Developing a Career Plan:

16 CAREER CLUSTERS

A career cluster is a grouping of jobs and industries related to skills and products. Below are the 16 Career Clusters. This is not a full list, but rather provides some examples of jobs that fall within the cluster. Also, not all these jobs will be featured at the JA Inspire event.

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

CAREER MATCH EXPLORATION

Directions:

1. Log into your SDMyLife powered by Xello account.
2. Click on "Matchmaker" under the "About Me" section.
3. Using those results, research your top three matches.

Match #1

Career _____

Salary _____ Education _____ Demand _____

Why is this a good match? _____

Similar Careers _____

Career Cluster _____

Other notes of Interest _____

Questions I have about this job _____

Match #2

Career _____

Salary _____ Education _____ Demand _____

Why is this a good match? _____

Similar Careers _____

Career Cluster _____

Other notes of Interest _____

Questions I have about this job _____

Match #3

Career _____

Salary _____ Education _____ Demand _____

Why is this a good match? _____

Similar Careers _____

Career Cluster _____

Other notes of Interest _____

Questions I have about this job _____

VIDEO NOTES - Interacting to Learn: _____

SOFT SKILLS

Responsibility, Perseverance, Initiative, Leadership, Other: _____

**Top 10 Hot Careers in South Dakota
(Highest Demand and Highest Wage)**

Occupational Title	Average Annual Demand	Average Annual Wage	Level of Education Recommended in South Dakota
Heavy and Tractor-Trailer Truck Drivers	1,100	\$43,582	Some postsecondary education
Registered Nurses	907	\$59,540	Bachelor's degree
Carpenters	659	\$37,192	High school diploma or equivalent
Manufacturing, Except Technical and Scientific Products	655	\$66,191	High school diploma or equivalent
Accountants and Auditors	538	\$67,472	Bachelor's degree
First-Line Supervisors of Retail Sales Workers	466	\$47,647	High school diploma or equivalent
Light Truck or Delivery Services Drivers	447	\$35,760	High school diploma or equivalent
Welders, Cutters, Solderers, and Brazers	432	\$39,453	Some postsecondary education
General and Operations Managers	404	\$128,885	Associate degree
Management Analysts	377	\$77,934	Bachelor's degree

Notes: Occupations identified as Hot Careers in the fall of 2020 had to meet the following criteria : 1) be projected to show employment growth, 2) be among the 30 occupations with the highest projected demand for workers (2018-2028) and 3) have an average wage above the median wage across all occupations using the most current wage data available at that time (2019 data).

Source: *Labor Market Information Center, South Dakota Department of Labor and Regulation, October 2020.*

To learn more about these and other Hot Careers in South Dakota, visit dlr.sd.gov/hotcareers.

Top 10 Hot Careers in United States

Occupational Title	Average Annual Demand	Average Annual Wage	Level of Education Recommended in United States
Heavy and Tractor-Trailer Truck Drivers	238,400	\$46,850	Postsecondary education, no degree
General and Operations Managers	230,000	\$123,030	Bachelor's degree
Registered Nurses	210,400	\$77,460	Bachelor's degree
Construction Laborers	179,300	\$41,730	No formal education
Maintenance and Repair Workers, General	156,900	\$41,960	High school diploma or equivalent
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	151,100	\$71,110	High school diploma or equivalent
Sales Representatives, Services, All Other	146,800	\$66,760	High school diploma or equivalent
Accountants and Auditors	146,000	\$79,520	Bachelor's degree
Business Operations Specialists, All Other	119,600	\$80,220	Bachelor's degree
Carpenters	116,300	\$52,850	High school diploma or equivalent

Notes: Occupations identified as Hot Careers nationally had to meet the following criteria : 1) be projected to show employment growth, 2) be among the occupations with the highest projected demand for workers (2018-2028) and 3) have an average national wage above the median wage across all occupations using the most current national wage data available at that time (2019 data), \$39,810.

Source: Labor Market Information Center, South Dakota Department of Labor and Regulation, October 2020.

ELEVATOR PITCH GUIDE

Use the following questions to prepare ideas for your elevator pitch:

Your Name: _____ Grade: _____ School: _____

What interests you?

What are you good at doing?

The dream job you would like to have:

Skills that you have that could contribute to that job:

What is one thing people should know about you?

If you asked a friend, how would he or she describe you?

VIDEO NOTES - Asking the Right Questions: _____

SAMPLE QUESTIONS

About the Company

- What type of person is successful in your company?
- How many hours do you work each week?
- Are there opportunities for raises and promotions at your company?
- Do most people work alone or in teams?
- How does your employer differ from its competitors?

About the Job

- What education or skills are required for your job?
- What can I do today to begin preparing for a job like yours?
- How do you use time-management skills in your job?
- How has this job changed since the time you started in it? Has technology impacted it?
- What do employers look for in young job seekers?

About the Volunteer

- Why did you choose this career? How did you get started?
- What is the coolest thing you have ever done at work?
- What do you like most about your job?
- What daily tasks do you perform at your job?
- What types of things were you interested in during high school?

About the Career Cluster

- What other careers or industries could you work in with your education and experience?
- What are some of the entry-level jobs in your career area?
- What is a typical starting salary for an entry-level position?
- What type of on-the-job training do most companies offer?
- What types of summer jobs or internships could I seek out to gain more experience as I continue my education?

JA INTERVIEW DOS AND DON'TS

Consider these dos and don'ts as you prepare for your first job interview.

Do	Don't
<ul style="list-style-type: none">• Get a good night's sleep.• Remember that first impressions matter.• Have a positive attitude.• Make eye contact.• Smile.• Dress nicely. Check your appearance in a mirror.• Leave cell phones & all other digital devices at home.• Be able to show that you know about the company or why you are interested in the industry.• Offer a firm handshake.• Get to the point. Express thoughts clearly & simply.• Answer briefly when asked a question. Don't ramble on.	<ul style="list-style-type: none">• Don't be late.• Don't chew gum.• Don't wear sunglasses or headgear, such as a hat or bandana.• Don't be sarcastic or disrespectful.• Don't mumble, slouch, or twitch.• Don't criticize your teachers, fellow students, or former employers.• Don't use a cell phone or other digital device.

CAREER VIDEO #1

Company/Career: _____

Questions to think about during the video:

1. What is an average day like in the career?

2. What skills are needed to do this job?

3. What sort of education beyond high school is needed for this job?

4. What kind of advice was shared about choosing a career?

5. (Other things I learned)

CAREER VIDEO #2

Company/Career: _____

Questions to think about during the video:

1. What is an average day like in the career?

2. What skills are needed to do this job?

3. What sort of education beyond high school is needed for this job?

4. What kind of advice was shared about choosing a career?

5. (Other things I learned) _____

CAREER VIDEO #3

Company/Career: _____

Questions to think about during the video:

1. What is an average day like in the career?

2. What skills are needed to do this job?

3. What sort of education beyond high school is needed for this job?

4. What kind of advice was shared about choosing a career?

5. (Other things I learned) _____

EDUCATION VIDEOS

School: _____

Video Notes:

School: _____

Video Notes:

School: _____

Video Notes:

POST EVENT - PERSONAL REFLECTION

1. What are the top three things you will share with your parent/guardian after JA Inspire?

2. What surprised you the most about the careers you explored?

3. What is something you learned you didn't previously know about one of the careers you explored?

4. What are the next steps you need to take in order to obtain the career you would like to have someday?
- a. High school classes you should consider? _____

- b. Where could you volunteer to gain experience? _____

- c. Is there a company you'd be interested in securing a job shadow or internship during high school? _____

- d. What education is required beyond high school? Where might you want to attend? _____

Additional websites to explore on your own:

www.jamyway.org

Explore interests and abilities, create a resume, etc.

www.jasd.org/inspire

Links to Companies that are sponsoring Career Stations

<http://dlr.sd.gov/hotcareers>

See all 30 Hot Careers in SD and access additional information

<https://www.bls.gov/ooh/occupation-finder.htm>

Explore hundreds of jobs! Filter by Education, Demand, Pay, etc.



JA would like to extend a special thank you to the partners below who helped make JA Inspire possible!

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Major Sponsors:



www.jasd@ja.org