*JA Career Success* equips students with the tools and skills required to earn and keep a job in high-growth career industries. We have prepared the following outline to help you gather your thoughts and connect with students.

**Presentation Outline:**

1. **Introduce yourself and your company**. Describe your position and basic job duties. *(30 seconds)*
2. **Share stories** that highlight you, your expertise, and your experience *(3 minutes)*

* Make your stories as concrete and relatable as possible, using vivid detail and captivating language.
  + **Session One: Get Hired: Critical Thinking and Creativity.** Tell a story about a time when you used the three steps of problem solving to solve a work-related issue. Discuss the importance of using critical thinking and creativity to help you solve problems.
  + **Session Two: Get Hired: Communication and Conflict-Management Skills.** Provide students with an example of a conflict you experienced at your job. Talk about how it made you feel, how you managed the conflict, and why conflict management is important for businesses and employees.
  + **Session Three: Get Hired: Collaboration and Teamwork.** Give an example of a high-performance team you’ve worked on and how it fits the GRPI model (Goals, Roles & Responsibilities, Processes, and Interpersonal Relationship Skills).
  + **Session Four: Get Hired: Strong Soft Skills.** Recall a time when you were on a team with someone who had good technical skills, but poor personal/soft skills. Describe the experience and why it is important to have both in the workplace.
  + **Session Five: Know Your Work Priorities.** Discuss how your work priorities have changed or stayed the same in your career journey. Pick one or two priorities and explain how they have shaped your career path, for better or for worse.
  + **Session Six: Know Who’s Hiring.** Explain why graduating from high school and researching careers (career requirements, salaries, etc.) are essential to have some control over the type of work you will do as an adult. Share a time that one of these two tasks played a role in your success.
  + **Session Seven: Know Your Personal Brand**. Explain what an elevator pitch is, and give an example of yours. Discuss how elevator pitches can create and hone someone’s personal brand, even in such a short amount of time.

1. **Review and wrap up.** *(30 seconds)*

* Sum up and share with students your most important takeaway about choosing a career.

**Technical Tips for Pre-Recorded Video(s):**

* JA recommends that each recorded video be 3-5 minutes maximum in length.
* Begin by smiling for five seconds as if posing for a photo. This is used for an intro slide.
* You may record using any recorded web conference meeting (i.e. Zoom, WebEx, etc.). It's okay if you mess up—we’ll be editing the video.
* If you are using Zoom, please check the setting “optimize for third party editing.”
* For the best visual quality, record in a well-lit area, and keep light sources (windows, lamps) and distracting items (moving fans, pets, etc.) out of frame.
* Try to have a plain background and wear a solid-colored, professional top.
* Test your audio before recording, and film indoors in landscape orientation (horizontal).
* If you use anyone else in your video (children, spouse, etc.) please have them complete a media release form by [using this link](https://form.jotform.com/202545920970052).
* Please avoid using any pictures, logos, etc. without written permission. Stock photos in the public domain are welcome, as are logos or images from your company.
* **When you finish recording your video, please submit it to** [**our Dropbox link.**](https://www.dropbox.com/request/sFsO4aaYDTdZol0D3CCc)