



**Big Brothers
Big Sisters.®**

OF THE BIG BEND

Job Journal

Student: _____

Mentor: _____

Welcome to the Big Futures Program!

Congratulations on being selected to participate in the Big Futures Program sponsored by Big Brothers Big Sisters of the Big Bend! Our goal is to ensure that you are well informed and prepared to enter the workforce, attend college or enlist in the military after graduation. You will be matched with a mentor through Big Brothers Big Sisters, who will meet with you at school each week. Through this process, you will determine whether a path to college or a career will best suit your needs. Your mentor will guide you through a series of activities designed get you on track for a successful career, college or military transition! The instructions for the Job Journal are listed below.

The Job Journal is your personal guide for all things career, college and military related. Your mentor will be responsible for bringing this binder to your meetings each week.

Your Job Journal has a number of activities that are designed to be completed with your mentor. Some resources in the Job Journal, such as TalentHub, can and should be accessed at home. You may take a picture or make a copy of important links/instructions in this binder if you would like to conduct additional career research at home.

The reflective journaling portion of your Job Journal is a place for you to organize your thoughts. You can journal at any time and add it to the Job Journal later! Simply write your journal entry on a piece of paper and add it to your Job Journal the next time you meet with your mentor. You should write at least one journal entry each week, but you may write as many entries as you wish! Use this section of your Job Journal as a resource to explore your thoughts about different careers and experiences. These journal entries are great conversation starters for you and your mentor, so feel free to jot down any questions, notes or resources you want to visit again later.

Finally, your Job Journal is only as good as you make it. The more information you gather for your Job Journal, the better prepared you will be for your future career. While the Job Journal includes assignments and guided exercises, this curriculum was specifically designed with room for creativity-So have fun with it! Big Brothers Big Sisters of the Big Bend is excited to see all of the outstanding things you will accomplish. Best of luck, your Big Future awaits!

List of 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, Sales, and Service

Science, Technology, Engineering, and Mathematics

Transportation, Distribution, and Logistics

3. Write a short 4-5 sentence reflection about your aptitude test results. Do you agree with the career options it suggested? Were there any careers not listed that you are interested in?

Create an account on www.Talenthub2030.com

1. Create an account on Talent Hub with your personal email address, NOT your school address. Make sure you use the registration code BBBSBigBend.
2. Click on the “my profile tab” and complete the information prompted.

The screenshot displays the TalentHub2030.com website. At the top, there is a navigation bar with links for LEARNING, CAREERS, JOBS, WATCH VIDEOS, and LOGOUT. A user profile icon for 'Hi Gillian!' is visible on the right. Below the navigation bar is a dashboard with several statistics boxes: COURSES DUE (0), COURSES ASSIGNED (0), COURSES IN PROGRESS (0), FAVORITE CAREERS (6), FAVORITE JOBS (0), FAVORITE VIDEOS (0), NEW MESSAGES (0), and MY BADGES (0). A large banner for 'LEARN SKILLS FOR MANUFACTURING' is prominently displayed. Below the banner, there is a section titled 'WHAT'S NEW IN LEARNING?' featuring three video thumbnails labeled 'U3-C24', 'U3-C23', and 'U3-C22', all associated with the 'FMS PROGRAM'. To the right, there is a 'LATEST VIDEO' section with a play button icon and a video thumbnail showing a person working.

Explore Career Interests

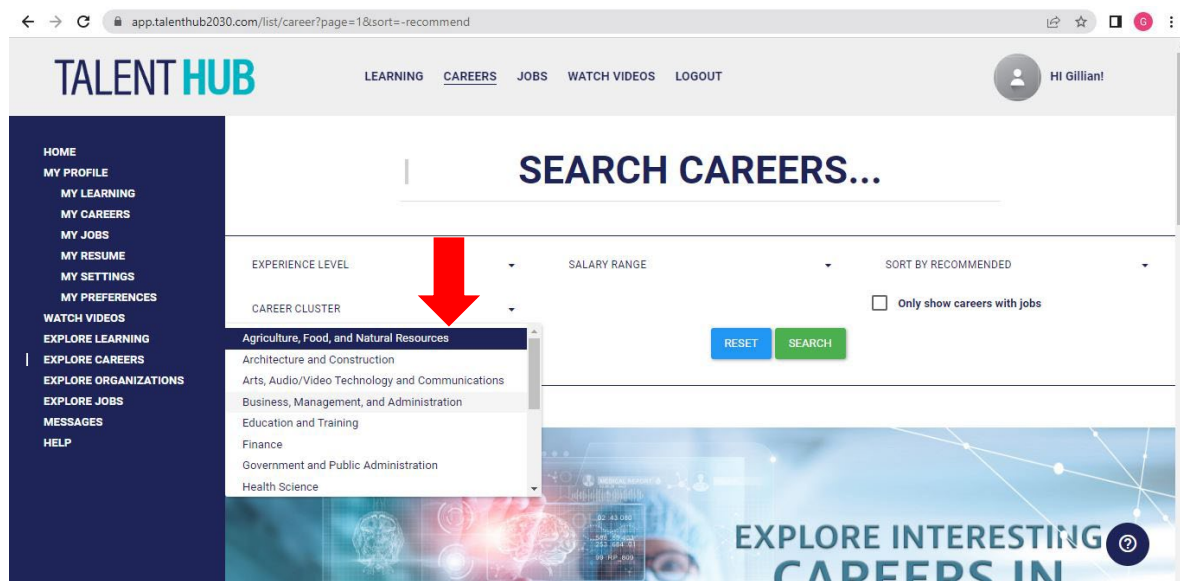
1. Log into TalentHub
2. Click the “Explore Careers” tab on the left side of the page.

3. Refer to the table in your Job Journal and note any Career Clusters that appear more than once.

EXAMPLE:

Suggested Career	Career Cluster
Surgical Technician	Health Sciences
Medical Assistant	Health Sciences
Nuclear Engineer	Science, Technology, Engineering, and Mathematics
Civil Engineer	Science, Technology, Engineering, and Mathematics

4. Search each of those career clusters in TalentHub

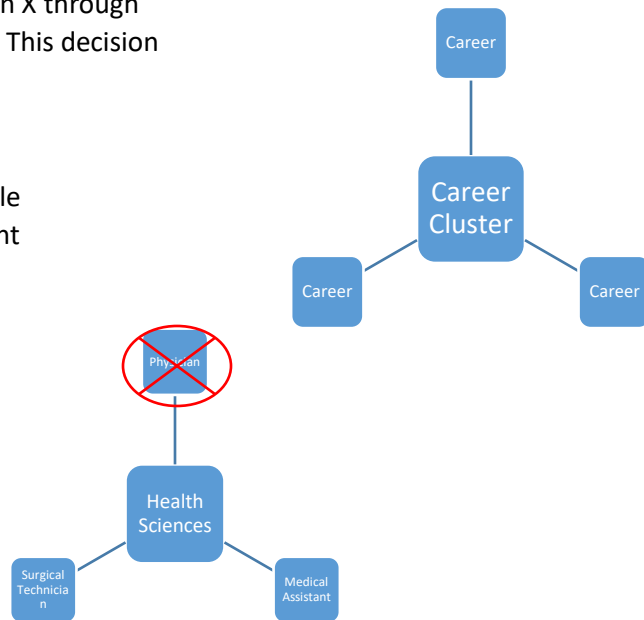


5. Favorite any careers that interest you based on the name of brief description. Don't worry about researching these careers yet. Select as many careers as you can, you will narrow them down later.

Narrowing down your career choices

1. Start a new page in your Job Journal titled "Career Map."
2. Log into Talenthub and Click on the "My Careers" tab on the left. Click on one career profile at a time and read about what each career entails. Note the career cluster each career belongs to and complete the following chart in your Job Journal. You will need to make one chart for each Career Cluster.

3. As you research each career, place an X through the careers that do not interest you. This decision may be based on factors such as:
- Required education
 - Average Salary
 - Work-life Balance or Schedule
 - Opportunity for advancement
 - Job security
 - Job responsibilities



Continue to narrow your career choices

- Review the Career Maps you made in your Job Journal. Highlight any jobs that haven't already been eliminated. Turn to a new page and title it "Career Analysis." Select one of the highlighted careers from your Career Maps and make a Pro's and Con's list. Follow the example below.

Career: Surgical Technician

Pro's	Con's

- Make a chart for each job highlighted in the Career Maps section of your Job Journal. When completing your Pro's and Con's charts, consider the following factors:
Job availability: when choosing a job or career path, you should make your research and update yourself on the types of jobs that do not go out of season or jobs that would replace you in the long term due to the advancements in technology. It can be exhausting to get jobs that have a limited life span and would not grant you any job satisfaction. Even though, the job market continues to displace more people and replace them with machines, there are still openings where people can get good employments and proceed in their career journey. Research for job openings in your desired career field before making your decisions.

Interest and passion: some questions which are necessary to ask one when planning on choosing a career path are; what do I enjoy doing the most? What job can I do and be happy even without getting paid? What are my interests? Many people are out there who do not get the job satisfaction they desire because they are not happy with their careers and jobs. Therefore, it is important to identify your interest and passion and align them to your career, only then would you achieve your job satisfaction.

Skills: your skills are like your strengths which allow you to do your job properly. When you go for an interview, many employers may ask what your skills are; this means what you can bring to boost the company's growth. Time efficiency, great management skills, team player are some of the known skills needed to secure a good job. If you are also skilled in handling people of different age groups, you may do well in a healthcare sector or education. Above all, endeavor to note your skills and plan your career path accordingly.

Talent and strength: your talents help you to succeed in whatever you do. Everyone has one or two talents and it is vital you understand what yours are before choosing your career path. Your strengths can also be termed as your skills and good skills enhance your career path.

Level of education: your level or degree of education is key in advancing in your career path, even if you got employed without the need of a degree, if it is still necessary and important you obtain such degree as it would give you an edge over a competitor whenever the need of a promotion arises. Some jobs require you to obtain some form of degree while, others may just need you learn on the job with some forms of training which would be given to you. Either way, possessing some forms of education is very important.

Attitude to work: people react differently when in the same work environment. Your attitude to work is a crucial part in choosing a career path, if you have a positive approach to work and can work in a stressful environment, you can opt for a more high position or career that is more challenging and fulfilling. If you are the type that cannot cope with too much stress which may be due to your family or personality, it is then better to choose a career path that is less stressful but yet fulfilling to you as well.

Salary structure: although this should not be like the center of your decision making in choosing a career path, but it is also quite important when you consider the amount of money you used in obtaining your degree in the university. You can make your research on the salary structure in your desired career just to have it at the back of your mind and also allow you to do your job properly. If you are the type that made use of student loans to fund your education, getting a job that would pay you well may be on the top of your list.

Job experience: your relevant job experience can be criteria to get your dream job in your desired career. Many big companies and organizations tend to employ individuals with some level of experience because; they feel they are the capable hands needed to do their jobs effectively. You can acquire experience in your desired career path by volunteering, undergoing internships, or participating in some other jobs which might not pay you for your services but at the end of the day, you are able to get the level of experience which is required for you to get your dream job.

Course availability: since all institutions may not offer the same course or teach in the same way, it is better to crosscheck your desired career path if it has been taught in your preferred

institution. Most times, people have to change their preferred careers due to the unavailability of such courses in the university or institution where one is been accepted to study. It becomes paramount to check for such courses or for other related courses of your future job before applying to any institution to avoid cases of you changing your career field upon graduation.

Course relevance: this factor is very important in choosing a career path. A lot of careers and jobs are becoming less important and obsolete since they are replaced by new technologies and science. Therefore, when you intend choosing your career endeavor to check for the course relevance in the job market as well. An example is the case of ATM machines replacing some of the jobs of a banker and manufacturing machines replacing the jobs of most manufacturers. A relevant career today might become obsolete tomorrow, so do well to check for careers with long term relevance.

Your personality: your personality plays a very vital role in being who you are. Your personality tells people about how you think, feel or act. When choosing a career path, put your personality into consideration.

Market availability: endeavor to crosscheck if your career path is favorable in the job market, are there more job openings and it is for a long term? Find out all you need to know about your career path in the job market.

Your lifestyle in relation to your career: change is something that is very constant in the life of man. You are likely to change in the ways you perceive challenges and your lifestyle may also be affected when making these decisions. When choosing a career which you may want stay long in your choose path, it is very important you choose a career that you would enjoy as you grow older. For example, if you are the type that doesn't like to work out and follow a strict diet plan, you may find jobs that require you staying fit at all times not so good for you as time goes on. Your career path should make a great impact in your lifestyle and the two must always work in unison for you to have a great life.

Achieving your long term goals: when you are choosing your career, it is very important to checkmate your dreams and aspirations with your career. Everyone has dreams which we may want to achieve in the long run; it may be job satisfaction, financial freedom or fame, whichever case it may be, your career paths should be able to fit into your goals and dreams. Generally, your job should give you the satisfaction you need, it is not all about the monetary value but for you to do your job and be happy with yourself too.

Availability of funds: this is also important in choosing a career path, because you need to check your financial status when opting for a course to study. Except you are been funded either through a scholarship or other forms of grants, it would not be wise to choose a course which would create big holes in your pockets. For example if you need to study as a medical student, you are required to purchase a lot of textbooks and materials for effective learning and it is not news, that medicals books are quite exorbitant, therefore if you cannot see yourself through school studying medicine, you can choose to go for a lesser expensive course if your choice is to be in the medical field. Other courses you can opt for is biochemistry or microbiology.

Additional Resources about how to narrow down your career choices:

Indeed.com



Clevergirlfinance.com



Complete the Career Plan Worksheet Titled "Career Plan Worksheet: Pre-requisite"

Big Futures Program Goals

August-September: Initial match meeting with your mentor. If your mentor is the same, use this time to catch up and chat about your summer if you weren't able to stay in contact.

September:

1. Assignment: Complete the "Career Plan Worksheet: Junior Year 1" assignment
2. Assignment: Complete the "Build your Resume" assignment.

October:

1. Milestone: Visit a local College with your mentor (FSU, FAMU, Lively or TCC)
2. Reflective Journal Entry Prompt: How did you feel about the college you visited last week? Was there anything that stood out to you? Were you interested in any programs they offered? Please make a pros and cons list in the space below. Do you plan on applying to this school next year?
3. Assignment: Complete the "TalentHub Training: Workplace fundamentals" assignment
4. Assignment: Complete the "TalentHub Training: Financial Literacy" assignment.

November:

1. Milestone: Visit a local College with your mentor (FSU, FAMU, Lively or TCC)
2. Reflective Journal Entry Prompt: How did you feel about the college you visited last week? Was there anything that stood out to you? Were you interested in any programs they offered? Please make a pros and cons list in the space below. Do you plan on applying to this school next year?
3. Assignment: Complete the "Planning for College or technical school" Assignment. You can find this worksheet in your Big Futures Resource Guide.

December:

1. Big Field Trip: Schedule TBD
2. Reflective Journal Entry Prompt: What were your favorite things about the company you explored during the last field trip? Were there any careers at this company that sparked your interest? Explain why or why not.
3. Milestone: Visit a local College with your mentor (FSU, FAMU, Lively or TCC)
4. Reflective Journal Entry Prompt: How did you feel about the college you visited last week? Was there anything that stood out to you? Were you interested in any programs they offered? Please make a pros and cons list in the space below. Do you plan on applying to this school next year?
5. Discussion: Using your Career Plan Worksheet as a guide, discuss your career plans with your mentor. Use this time to talk about any concerns or questions you may still have about your desired career.

January:

1. Milestone: Visit a local College with your mentor (FSU, FAMU, Lively or TCC)

2. Reflective Journal Entry Prompt: How did you feel about the college you visited last week? Was there anything that stood out to you? Were you interested in any programs they offered? Please make a pros and cons list in the space below. Do you plan on applying to this school next year?
3. Milestone: Have you taken the SAT and ACT yet? If not, make a study plan and register to take these tests. Hint: follow the QR code below to find fee waivers for both of these tests!



ACT Waiver



SAT Waiver

4. Assignment: Complete the “Explore the Job Market” Assignment.

February:

1. Video: Watch the Video “How to Get a Job in High school”



2. Video: Watch the Video “How to Get a Job with No Experience”



3. Assignment: Complete the “Applying to an Internship Opportunity” assignment.
4. Article: Read the article about Interview Tips



5. Reflective Journal Entry Prompt: After reading the article about Interview Tips, what areas do you need practice in? Do you feel prepared for your first job interview? Why or why not?

March:

1. Assignment: Complete the “Practicing Interview Skills” Assignment.
2. Reflective Journal Entry Prompt: Use this space to plan your college application season. List any potential schools you wish to apply to and research their programs. You will want to include information such as class size, tuition cost, location, and the programs they offer. If you do not plan to apply to college, use this space to list the companies you would like to apply for after graduation.

3. Milestone: Do you have your driver's license? Talk to your guardian about learning how to drive if applicable.
4. Article: Read this article about how to build a resume.



April:

1. **Big Field Trip: Schedule TBD**
2. Reflective Journal Entry Prompt: What were your favorite things about the company you explored during the last field trip? Were there any careers at this company that sparked your interest? Explain why or why not.
3. Article: Read this article to learn about the different branches of the military.



4. Article (Optional): Read this article to learn about preparing for the ASVAB Military entrance exam.



5. Video: Watch the video about different careers in the military. Fun fact: did you know that any career offered in the civilian job market is also available in the military? Military service is more than what we see on TV and in movies. Watch the video to learn more!



6. Reflective Journal Entry Prompt: After learning more about the Military, are you considering this as one of your post-graduation options? Why or why not? Is there anything else you would like to learn about the Military?

May: (Optional Curriculum) Mentor meetings will depend on student's exam schedule.

1. Discussion: Debrief with your mentor about everything you learned this year. Are you thinking about a college or career track after graduation? If you are unsure the following activities may help you decide.
2. Reflective Journal Entry Prompt: If you are still unsure about your post-graduation plans, let's recap everything you have learned so far! Go back to the results of your Aptitude test, how do you feel about those results after everything you've learned? Are there any careers that you initially eliminated, but seem more interesting to you now? Are there any

careers that you need more information about? Use this as a brainstorming and planning space. Let your creativity flow and worry about the results later.

3. Discussion: Discuss your previous journal entry with your mentor. Ask them to walk you through the pros and cons of each option until you feel comfortable selecting one.

Big Futures Assignments

Reflective Journaling

Students are encouraged to journal once each week about some of the following topics.

- Opinions on different careers
- Check-lists or plans to achieve career goals
- Experiences meeting people in different careers
- Thoughts on current events related to the job market
- Experiences or questions about the college application process
- Notes you want to remember for a later time
- Career experiences or shadowing opportunities you would like to participate in
- Really anything related to your future career success!

The reflective journal is a space for you to put your thoughts on paper and get organized. You may find it helpful to discuss these topics with your mentor!

Complete the Career worksheet titled “Career Plan Worksheet: Junior Year 1”

Build your resume

1. In your Job Journal, make a new page titled “Resume Planning”
2. Write the following headings on the page with ample space below to write.

- a. Follow this example:

Experience:

-Do you have any work experience? Babysitting? Odd jobs? Etc.

Certificates and Licenses:

-Are you CPR certified?

-Any other classes/certifications you have?

*Pro tip: you can earn certifications on TalentHub

Skills:

-Are you organized? Tech savvy?

*Pro tip: research example resumes and see what other people list in this area.

Education:

-What year do you graduate high school?

-Were you involved in any special programs? AP, IB, Dual enrollment?

Community Involvement:

-Any volunteer service?

-Do you volunteer with your church or youth group?

-List any service hours you have completed.

3. Add these experiences to your TalentHub profile under the “My Resume” tab.

*Pro Tip: You should keep this page updated. This will help you keep track of volunteer hours, certifications and experiences! You will also use this information to create your first resume later in the year.

TalentHub Training: Workplace fundamentals

1. Log into TalentHub
2. Click the “Explore Learning” Tab
3. In the first dropdown box, select “Public Learning” and in the second drop down box select “Workplace soft skills & Fundamentals.”
4. Complete the training videos titled
 - a. Effective Communication
 - b. Prevention of Disrespect
 - c. Workplace Ethics

*This will take more than one meeting session. Your mentor does not need to be present to work on these modules.

TalentHub Training: Financial Literacy

1. Log into TalentHub
2. Click the “Explore Learning” Tab
3. In the first dropdown box, select “Public Learning” and in the second drop down box select “Financial Literacy.”
4. Complete the training videos titled
 - a. Consumer Math: Basics of owning
 - b. Consumer Math: Living expenses
 - c. Consumer Math: Renting Basics
 - d. Consumer Math: Savings and Budgeting

*This will take more than one meeting session. Your mentor does not need to be present to work on these modules.

Plan for College or Technical School

Complete the worksheet titled “Career Plan Worksheet Junior Year: Second Half”

Exploring the Job Market

1. Log into Talenthub
2. Click the tab titled “Explore Jobs”
3. In the first dropdown menu, check
 - a. Internships
 - b. Apprenticeships
 - c. Volunteer
4. Create a new page in your Job Journal titled Internship Planning
5. In your journal, list any potentially interesting opportunities
6. Next, conduct a google search for other internship opportunities in your desired field. List those in your Job Journal as well. Be sure to read the hours and requirements associated with each internship to ensure you are qualified to apply.
*Pro Tip: note any application requirements or deadlines in your Job Journal. It might be helpful to write the website or link for the internship application so you can find it later.

Applying to an internship opportunity

1. Refer to the “Internship Planning” page in your job journal.
2. Select your top 3 internship or volunteer opportunities.
3. Go to TalentHub and click the “My Resume” tab.
4. Select the “view” button. This should display a formatted resume based on the experiences you added to your profile already. You may need to edit some of this information before proceeding to the next step.
5. After you click “view” and you are happy with the way your resume looks, click the download button which will allow you to print your resume or upload it as a digital copy to any application.
6. Using this resume, visit the application websites for the internship opportunities you would like to apply to. Complete the application. You should ask your mentor or guidance counselor for help!
*Pro Tip: Ask a friend, teacher, parent or mentor to review your application before submitting to avoid spelling errors or grammar mistakes.

Practicing Interview skills

1. Follow this link to learn about interview skills and what to expect during your first job or college interview.
2. Use the questions in this guide and have your mentor (family member or other adult) conduct a mock interview. Pretend you are applying for your dream internship!



3. For more helpful tips, check out the Crash Course Youtube channel all about Business Soft Skills!



Career Plan Worksheet Junior Year

Student's Name _____

Date: _____

Mentor's Name: _____

Refer to your previous career worksheet. Please select your top career choice and update the information below.

	Career	Description	Why this career interests me	Certification/Education/Training	Salary
1					

Lets Make a Plan: Conduct some additional research about your desired career and answer the questions below. You may use books, internet sources, your mentor, your family or your guidance counselor for this exercise.

Career Plan:

Does my career require additional education or training? (circle one)

Yes

No

If yes, how will you complete that training? (Please list prospective colleges or technical programs that offer this training)

Name of College/Technical School	Program	Start Date

What steps can I take now to prepare myself for this career?

List any internship/apprenticeship opportunities:

List any shadow opportunities in this field:

Career Plan Worksheet Junior Year: Second Half (EXAMPLE)

Student's Name _____

Date: _____

Mentor's Name: _____

Refer to your first career worksheet. Please list your top career choice and update information as needed.

	Career	Description	Why this career interests me	Certification/Education/Training	Salary
1					

Execute your career plan:

Please list the colleges or technical programs you will apply to. If additional training is not required for your career, cross through this section.

Name of College or Technical Program	Application Deadline	Program Start Date

Please list any desired internship, apprenticeship or volunteer opportunities related to your career.

Name of program	Application Deadline	Program Start Date

Big Futures Resource Guide

Finding your Perfect Career

Video: How to Narrow Your Career Choices

-A short video explaining how you should narrow your career choices.



Article: Narrowing Your Career Choices from Indeed.com

-This is an article explaining different factors to consider when thinking about your future career.



Finance

Video: Personal Finance for High School Students

-A short overview of things you should know about finances as a high school student.



Game: Claim Your Future Finance Game

-Choose an imaginary career and make financial decisions using your annual salary. This is a great way to explore the ways you can budget with your desired career's expected salary.



Game: Reality Check

-This game will ask you to answer questions about your projected lifestyle. After you answer all of the questions, it will calculate how much money you need to make in order to afford your desired lifestyle.



Video: Banking Explained (Money and Credit)

-This video gives a brief overview of what you need to know about banking and credit.

<https://www.youtube.com/watch?v=fTTGALaRZoc>



Game: Hit the Road Financial Adventure

-Help budget and plan a cross country road trip-Can you make it to the end without going bankrupt?



<https://www.mycreditunion.gov/financial-resources/hit-road-financial-adventure>

Article: How much should I save?

<https://modernteens.co/how-much-should-a-teenager-save-from-a-paycheck/#:~:text=A%20good%20rule%20of%20thumb,you%20want%20to%20buy%20yourself.>



Business Skills

Video Series: Business Soft Skills by Crash Course

-A series of videos about business soft skills and how to apply them in any workplace.



Article: Interviewing Tips

-A short article about the Do's and Do not's of job interviews.



Applying to College

Article: How to Apply to College

-This article provides a helpful overview of the college application process. Explore more resources on Myfuture.com for more college application tips!



FAFSA Application

Use the link or QR code to access the Free Application for Financial Aid (FAFSA) website.

<https://studentaid.gov/h/apply-for-aid/fafsa>



Article/Video: FAFSA Webinars and additional training

<https://financialaidtoolkit.ed.gov/tk/training.jsp>



Article: A Complete Guide to the College Application Process by US News

<https://www.usnews.com/education/best-colleges/articles/college-application-process>



-US News explains everything you need to know about applying to college.

Article: How to Prepare for the SAT

<https://blog.collegeboard.org/what-best-way-prepare-sat>



Article: How to Prepare for the ACT

<https://blog.prepscholar.com/how-to-prepare-for-the-act>



ACT Fee Waiver

<https://www.act.org/content/act/en/products-and-services/the-act/registration/fees/fee-waivers.html>



SAT Fee Waiver

<https://satsuite.collegeboard.org/sat/registration/fee-waivers>



Scholarship Finder:



Applying for Jobs

Article: How to Build a Resume

<https://www.indeed.com/career-advice/resumes-cover-letters/steps-for-building-a-resume>



Video: How to Get a Job in High School

<https://www.youtube.com/watch?v=6Leo2Rxn2QE>

-This video, made by a fellow high school student, explains how to get your first job in high school.



Video: How to Get a Job with No Experience

<https://www.youtube.com/watch?v=OF8nx8Pt0tI>

-This video talks about the common misconceptions first time job applicants face. Watch this video to find out how you can stand out as an applicant with little to no work experience.



Military

Article: How to Prepare for the ASVAB

<https://study.com/academy/popular/how-to-study-for-the-asvab-test.html>



Article: Join the Military

[https://www.usa.gov/join-](https://www.usa.gov/join-military#:~:text=The%20U.S.%20military%20has%20six,Marine%20Corps%2C%20and%20Space%20Force.)



[military#:~:text=The%20U.S.%20military%20has%20six,Marine%20Corps%2C%20and%20Space%20Force.](https://www.usa.gov/join-military#:~:text=The%20U.S.%20military%20has%20six,Marine%20Corps%2C%20and%20Space%20Force.)

-Learn about the different branches of the military.

Video: Careers in the Military

<https://www.youtube.com/watch?v=wB0FI7t5Qbl&t=48s>



Internships

Volunteer Leon:

[Volunteer Leon \(galaxydigital.com\)](http://galaxydigital.com)

Scholarships and Career Training

AmeriCorps:

<https://americorps.gov/join>



Job Corps:

<https://info.joinjobcorps.com/nsp>



Keiser University:

<https://degrees.keiseruniversity.edu/>



Lively Technical College:

<https://www.livelytech.com/>

