

Career Planning Guide

Middle School Activities at a Glance

CREATING A WORKFORCE PIPELINE: ENROLLED, EMPLOYED, ENLISTED

The *Career Planning Guide* includes tasks and events designed to help guide students toward one of the three E's after high school – Enrolled, Employed, Enlisted.



	7 th Grade	8 th Grade
August – October		<input type="checkbox"/> Register for an account, if applicable <input type="checkbox"/> Take Interest & Skills Inventories*
August – January	<input type="checkbox"/> Register for an account and take Interest Inventory*	
November – December		<input type="checkbox"/> Career Exploration ¹
January – March		<input type="checkbox"/> Attend Youth Career Expo <input type="checkbox"/> Attend Magnet Expo
Outcome	<input type="checkbox"/> Assist with scheduling students into appropriate 8 th grade coursework	<input type="checkbox"/> Assist with high school advisement

*Indicates item/task within My Career Shines curriculum. **Red – Required.** ¹ – Resources Provided (TBD).

Ownership Possibilities: Career Lab Specialist, School Counselor, CTE Teacher, Digital Citizenship Instructor, AVID

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High School Activities at a Glance

CREATING A WORKFORCE PIPELINE: ENROLLED, EMPLOYED, ENLISTED

	9 th Grade	10 th Grade	11 th Grade	12 th Grade
August to May			<input type="checkbox"/> Ready to Work	<input type="checkbox"/> Win Soft Skills <input type="checkbox"/> e-profile* completed
August to September	<input type="checkbox"/> Attend Careers & Colleges Expo			<input type="checkbox"/> 2019-20 Seniors – Select one “E” <input type="checkbox"/> Attend College & Career Expo
September to December	<input type="checkbox"/> Register for an account, if applicable <input type="checkbox"/> Take/Retake the Interest, Skills, & Work Inventories* <input type="checkbox"/> Review results of inventories*	<input type="checkbox"/> Take/Retake the Interest, Skills, & Work Inventories* <input type="checkbox"/> Review results of inventories* <input type="checkbox"/> Use results to create goal sheet ¹ for improvement	<input type="checkbox"/> Take/Retake the Interest, Skills, & Work Inventories* <input type="checkbox"/> Review results of inventories* <input type="checkbox"/> Narrow Enrolled options to top three <input type="checkbox"/> Register to take ACT/SAT/PERT and/or ASVAB.	
October				<input type="checkbox"/> Complete FAFSA
January to March	<input type="checkbox"/> Explore School Choice options for next year <input type="checkbox"/> Attend Magnet Expo			<input type="checkbox"/> Attend NEXTworking event <input type="checkbox"/> Job Shadowing/Internships
	<input type="checkbox"/> Star Favorites* (jobs, career clusters, etc.) <input type="checkbox"/> Review/update your education plan and your e-profile*	<input type="checkbox"/> Review Favorite* careers/post-secondary options <input type="checkbox"/> Prioritize 3E’s (Enrolled, Employed, or Enlisted) <input type="checkbox"/> Update your e-profile*	<input type="checkbox"/> Create/Update resume* <input type="checkbox"/> Update your e-profile*	<input type="checkbox"/> Create/Update resume* <input type="checkbox"/> Update your e-profile*
Outcome	<input type="checkbox"/> All Inventories* complete <input type="checkbox"/> Receive 9 th Grade Planning Checklist <input type="checkbox"/> Scheduling requests reflects preferences	<input type="checkbox"/> Review Inventories* <input type="checkbox"/> Receive 10 th Grade Planning Checklist Goal sheet, if applicable <input type="checkbox"/> Scheduling requests reflects preferences <input type="checkbox"/> Prioritize 3-E’s	<input type="checkbox"/> Select one “E” <input type="checkbox"/> Receive E-Checklist for chosen E <input type="checkbox"/> Review E-Checklist for goals/deadlines <input type="checkbox"/> Scheduling requests reflects preferences	<input type="checkbox"/> Completed E-Checklist

*Indicates item/task within My Career Shines curriculum. **Red – Required.** ¹ – Resources provided (TBD).

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