



Employed

# Planning Checklist

- Develop good study habits.**  
 11<sup>th</sup> 12<sup>th</sup>  Set up a daily time schedule for studying. Study until it becomes a habit, not a chore. Remember, practice makes permanence!
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- Take coursework seriously.**  
 11<sup>th</sup> 12<sup>th</sup>  Doing well in school shows work ethic and follow through - things that matter on the job. Continue doing well in your required classes to maximize your choices after high school.
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- Discuss your post-high school plans.**  
 11<sup>th</sup> 12<sup>th</sup>  Talk with your parents, teachers, and school counselor about your plans for the future.
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- Look at employment requirements.**  
 11<sup>th</sup> 12<sup>th</sup>  Look at your potential career choices and determine what certification is needed to begin a career or to make you more marketable. Determine which school(s) in the district offer the certification you need. (Marion Technical Institute (MTI) has many career options to consider, while remaining at your base school for core classes. You can complete certifications at MTI in 2 years, not 4).
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- Stay Involved!**  
 11<sup>th</sup> 12<sup>th</sup>  Continue with school and extracurricular activities as well as voluntary service hours for potential scholarships. Keep complete records of these activities. Consider asking for a reference letter.
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- Develop valuable job skills.**  
 11<sup>th</sup>  Look at CTE courses offered at your school and at MTI (buses take you to and from your school daily; block classes), to see if available programs and certifications fit with the career interests you have. Talk with your guidance counselor about enrolling.
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- Prepare a resume.**  
 11<sup>th</sup>  Your resume should include jobs, volunteer service, certifications, awards/accolades, certifications, activities, and other details that can make your resume stand out from the crowd. Be sure it has been reviewed and edited by a teacher, school counselor, or parent.
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- Review certification requirements.**  
 11<sup>th</sup> 12<sup>th</sup>  Review the requirements for any certification(s) or credential(s) you are working toward earning in CTE courses. Make a checklist of what needs to be done, and make sure you stay on track to complete all certification/credential requirements.
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- Explore Career Opportunities.**  
 11<sup>th</sup> 12<sup>th</sup>  Explore and attend networking and career opportunities (e.g., NEXTworking, Career Expo, Youth Job Fair, mock interviews). Dress professionally and practice talking with potential employers. Bring your resume and business cards to share.



12<sup>th</sup>



### Update your resume.

Update your resume, and ensure it has been reviewed by a teacher, counselor, or parent.

12<sup>th</sup>



### Search job postings.

Begin to search job postings for employment in your selected area. Ensure you have the qualifications and credentials - or will by graduation - that the employer is looking for. Practice writing a cover letter to submit with your resume that is specific to a job posting. This will help you stand out from the crowd. Ask a teacher, school counselor, or parent to review and edit the letter.

12<sup>th</sup>



### Find out about job shadowing or internships.

Talk to your school counselor and/or CTE teacher about workplaces that may offer job shadowing or internships. Find out the steps necessary to shadow/intern.

12<sup>th</sup>



### Get great letters of recommendation.

Ask teachers, your school counselor, or other adults who know your work ethic and positive characteristics to write you a letter of recommendation to share with potential employers. The recommendation should contain information about any certification(s) and your soft skills. **Make sure you request these well before your deadline (a minimum of 2 weeks). School counselors and/or teachers may not have time to do them by your deadline if you wait until the last minute.**

12<sup>th</sup>



### Begin applying for jobs.

During sprint semester, start applying for jobs which begin after graduation. Be sure to research the company thoroughly. This will help you write a better cover letter to make you stand out. It will also help you prepare for an interview with information about the company and questions you would like to ask.

12<sup>th</sup>



### Prepare for each interview.

Review your planned answers for general interview questions, and make a bulleted list of points you want to remember. Review information about the company and write down specific questions you would like to ask. Dress for success and the job you want!

12<sup>th</sup>



### Send a thank you note.

After an interview, send a thank you note or email to the contact. After you accept a job, remember to let those who supported you along the way, like your CTE teacher, school counselor, parents, and others..

12<sup>th</sup>



### Attend the CTE Employment Signing Event.

If you accept a full time position in the area you hold a CTE certification in, plan to attend the CTE Employment Signing Event in May.



Find YOUR future.