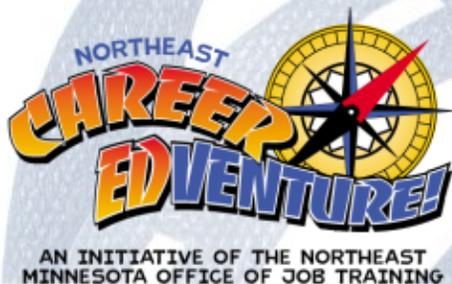


CAREER EDUCATION PLANNING ROADMAP FOR HIGH SCHOOL STUDENTS AND PARENTS



For more information or help figuring out your future, call 800-325-5332 to connect with a Career Counselor near you!

FRESHMEN YEAR

- Take challenging classes in core academic courses.
- Work with your school counselor to create a yearly schedule for meeting graduation requirements.
- Talk to an advisor or school counselor about taking AP and honors courses.
- Get involved with community-based and leadership-oriented activities.
- Explore and identify career fields of interest through online research and by attending career fairs and other events.
- Keep a running list of accomplishments, awards, and recognitions to use in preparing a resume and college applications. Keep this going throughout your life!

EXPLORE

SOPHOMORE YEAR

- Attend college and career information events
- Research funding for college, including scholarships, grants, loans, etc.
- Reach out to mentors in the fields of interest.
- Continue exploring college and career options.
- Consider taking a practice test to prepare for the PSAT.



RESEARCH

JUNIOR YEAR

FALL SEMESTER:

- Take the PSAT. Students must take the test in 11th grade to qualify for National Merit scholarships and programs.
- Attend in-person or online college fairs and college-prep presentations. Make college visits.
- Explore careers and their earning potentials in the Occupational Outlook Handbook.

SPRING SEMESTER:

- Take practice tests to prepare for the ACT.
- Research ways to pay for college. Identify scholarship opportunities to pursue; note deadlines on calendar.
- Contact colleges to request information and applications—be sure to ask about when you should apply, some programs fill up fast!



PREPARE

SENIOR YEAR

SUMMER:

- Start college visits; Narrow down the colleges being considered
- Make decisions regarding early decision or early action programs.
- Enter and/or update information in the FAFSA4caster.

FALL SEMESTER:

- Register for and take (or retake) the ACT, if not already done.
- Complete and submit college and scholarship applications *prior to deadlines*.
- Request transcripts and letters of recommendation.
- Register for a Federal Student Aid PIN.
- Meet with a counselor to verify that graduation requirements will be met on schedule.

WINTER MONTHS:

- Work with parents to complete and submit the FAFSA.
- Review and make any necessary changes/corrections to the Student Aid Report.
- Finish submitting scholarship applications.

SPRING SEMESTER:

- Visit colleges on your "short list."
- Consider college acceptances; compare financial aid packages offered.
- Call college financial aid representatives with questions.
- Decide on the college to attend and contact its offices.
- Make informed decisions about student loans.

ACT

FROM HIGH SCHOOL TO EMPLOYMENT: A ROADMAP FOR SUCCESS!



AN INITIATIVE OF THE NORTHEAST
MINNESOTA OFFICE OF JOB TRAINING

START

□ CREATE A BUDGET

Determine what kind of hourly wage you need to support yourself. Ask an adult to help you with this: parent, relative, school counselor, career counselor at the WorkForce Center, etc. www.gpslifeplan.com

□ COMPLETE

Career & Aptitude Assessments!
Find out what some of your work interests are and your strengths and skills (great information to use for resumes and interviews).

www.keirseey.com www.iseek.org
www.humanmetrics.com

□ REGISTER

on www.minnesotaworks.net and BEGIN JOB SEARCHING. Other job bank and advertising resources:

www.usajobs.gov www.indeed.com
www.mn.gov/careers www.northforce.com

Check out these web resources to
help get you started!

POINTS OF INTEREST

□ CONNECT with a Career Counselor at the WorkForce Center and ATTEND some workshops:

- **Create a Cover Letter & Resume:**
A resume should be tailor-made for each position you apply to. Find out how best to show what you can do.
- **Learn about networking and social media:** How to network; setting up professional email accounts, and how social media can impact your job search.
- **Practice Interviewing:**
Identify your strengths and learn how to communicate those in an interview.



□ APPLY FOR JOBS and keep an organized job search record. For example, clip together a copy of the job posting you applied for, a copy/printout of the application and resume or other documents you attached. A flash drive also comes in handy to store this electronic job search information, bring it to the WorkForce Center to use Resource Room computers for all of your job search and application needs! There are even knowledgeable people there who can answer all your job search questions and **it's FREE!**

DESTINATION

□ FOLLOW UP

with potential employers after applying by calling or stopping at the worksite. Recommend following up 1x/week until the position is filled. This is your opportunity to express how interested you are and learn about the company—employers hire those who show they want to work for them!



□ BE PREPARED TO INTERVIEW

Appropriate dress and grooming is a must; practice answering common interview questions and research the company before you go. www.careeronestop.org

□ SEND THANK YOU card or email

to all the interviewers immediately after the interview.
www.job-interview-site.com

□ BE A GREAT EMPLOYEE!

Show up on time, take initiative, improve your soft skills such as leadership, problem solving, and time management.
www.mindtools.com/fulltoolkit.htm