

9th Grade

Season	Task	More Info	Type
Fall	Take the career assessment.	Answer a series of questions about yourself and find the careers that are best suited to you. Time Needed: Less than 1 hour	Careers
Fall	Join one or more extracurricular activities.	Extracurricular activities are fun, allow you to pursue your interests, and will help you develop your skills. Time Needed: More than 1 day	Building Credentials
Fall	Attend career exploration days.	If your school has career exploration days, participate in the activities and learn more about jobs that may be of interest to you. Time Needed: Less than 1 day	Careers
Winter	Review career profiles.	Check out the profiles of the careers that are best suited to you based on your career assessment results, or browse careers by category. Learn more about the necessary skills, education, and training for each occupation. Time Needed: Less than 1 day	Careers
Winter	Add career profiles to your saved list.	When you find careers that interest you, add them to your saved careers list so you can easily access their profiles. Time Needed: Less than 1 hour	Careers
Winter	Meet with your guidance counselor.	Get to know your guidance counselor. Discuss your high school curriculum and possible career paths. They'll be able to help you set goals and plan for the future. Time Needed: Less than 1 day	Building Credentials

Winter	Select high school courses for next year.	Think about your post-high school goals as you select courses for next year. Discuss your plans with your guidance counselor. Time Needed: Less than 1 day	Building Credentials
Spring	Use the Resume Builder to create a resume.	The Resume Builder takes you step-by-step through the process of writing and formatting a resume that highlights your skills and accomplishments. Time Needed: Less than 1 day	Building Credentials
Spring	Interview people about their careers.	Consider the careers you're interested in and find people who currently work in those fields. Ask them about their duties, what they like or dislike, and what kinds of skills or training are necessary. Time Needed: More than 1 day	Careers
Summer	Start a list of your accomplishments and activities.	Keeping track of these items will help you when you need to complete your resume or apply to education and training programs. Be sure to note academic and extracurricular items. Time Needed: Less than 1 hour	Building Credentials
Summer	Get a job or internship, volunteer, or join an enrichment program.	These activities can help you pursue your interests or develop your skills. Time Needed: More than 1 day	Building Credentials

10th Grade

Season	Task	More Info	Type
Fall	Take a new career assessment.	If your interests have changed, you may want to take the career assessment again to discover careers that are best suited to your current goals. Time Needed: Less than 1 hour	Careers
Fall	Add career profiles to your saved list.	Continue exploring the profiles of careers that are best suited to you and add any careers of interest to your saved list so you can easily access those profiles. Time Needed: Less than 1 hour	Careers
Fall	Meet with your guidance counselor.	Check in with your guidance counselor to make sure you're staying on track with your career goals and your high school courses. Time Needed: Less than 1 day	Building Credentials
Fall	Stay involved in extracurricular activities.	Staying involved helps you pursue your interests and build new skills. It also demonstrates your dedication and commitment—which is something that employers like to see. Time Needed: More than 1 day	Building Credentials
Fall	Start a new extracurricular activity.	Now that you have some ideas about potential careers, choose a new activity that you'll enjoy but that will also help you build the skills you need for future occupations. Time Needed: More than 1 day	Building Credentials
Fall	Get details at career exploration days.	Now that you have some occupations to consider, seek out more in-depth information about these careers.	Careers

		Time Needed: Less than 1 day	
Winter	Search for career education or training.	Use the school search tools to start exploring education or training options for your potential careers. Search for career colleges, nursing programs, or vocational-technical schools.	School Search
		Time Needed: More than 1 day	
Winter	Build a school list.	Start a list of schools or programs you're interested in. Rank the schools according to your preferences.	School Search
		Time Needed: Less than 1 day	
Winter	Select high school courses for next year.	Think about your post-high school goals as you select courses for next year. Discuss your plans with your guidance counselor.	Building Credentials
		Time Needed: Less than 1 day	
Spring	Update your resume using Resume Builder.	Keep your resume up-to-date so you can use it for summer jobs or internships.	Building Credentials
		Time Needed: Less than 1 hour	
Spring	Interview people about their careers.	Consider the careers you're interested in and find people who currently work in those fields. Ask them about their duties, what they like or dislike, and what kinds of skills or training are necessary.	Careers
		Time Needed: More than 1 day	
Spring	Contact schools you're interested in.	Contact any schools or training programs that you're interested in and request more information.	School Search
		Time Needed: Less than 1 hour	
Summer	Update your list of accomplishments and activities.	Keeping track of these items will help you when you need to complete your resume or apply to education and training programs. Be sure to note academic and extracurricular items.	Building Credentials

		Time Needed: Less than 1 hour	
Summer	Get a job or internship, volunteer, or join an enrichment program.	These activities can help you pursue your interests or develop your skills. Time Needed: More than 1 day	Building Credentials

11th Grade

Season	Task	More Info	Type
Fall	Take a new career assessment.	<p>If your interests have changed, you may want to take the career assessment again to discover careers that are best suited to your current goals.</p> <p>Time Needed: Less than 1 hour</p>	Careers
Fall	Add career profiles to your saved list.	<p>Continue exploring the profiles of careers that are best suited to you and add any careers of interest to your saved list so you can easily access those profiles.</p> <p>Time Needed: Less than 1 hour</p>	Careers
Fall	Stay involved in extracurricular activities.	<p>Work toward a leadership position in at least one of your activities. In addition to dedication and commitment, employers like to see evidence of initiative and leadership ability.</p> <p>Time Needed: More than 1 day</p>	Building Credentials
Fall	Meet with your guidance counselor.	<p>Check in with your guidance counselor to make sure you're staying on track with your career goals and your high school courses.</p> <p>Time Needed: Less than 1 day</p>	Building Credentials
Fall	Continue to search for career education and training.	<p>Consider your goals when searching for education or training options for your potential careers. Explore career colleges, nursing programs, or vocational-technical schools.</p> <p>Time Needed: More than 1 day</p>	School Search
Winter	Continue to build your school list.	<p>Now that you have more information about the schools, think about changes you may want to make. Remove any schools you're no longer interested in. Add any new schools of interest.</p>	School Search

		Time Needed: Less than 1 day	
Winter	Contact any new schools you're interested in.	Contact any schools or training programs that you're interested in and request more information. Time Needed: Less than 1 hour	School Search
Winter	Talk to your family.	Discuss your thoughts and concerns about your post-high school plans. Let them know what you're thinking and listen to their opinions as well. Time Needed: Less than 1 day	Building Credentials
Winter	Build key academic skills.	Use the Academic Skills Question Banks to develop and practice key math, reading, writing, and science skills. Building these skills will give you a solid foundation for any career. Time Needed: Less than 1 day	Test Prep
Winter	Select high school courses for next year.	Think about your post-high school goals as you select courses for next year. Discuss your plans with your guidance counselor. Time Needed: Less than 1 day	Building Credentials
Spring	Update your resume using the Resume Builder.	Keep your resume up-to-date so you can use it for summer jobs and internships. Time Needed: Less than 1 hour	Building Credentials
Spring	Interview people about their careers.	Consider the careers you're interested in and find people who currently work in those fields. Ask them about their duties, what they like or dislike, and what kinds of skills or training are necessary. Time Needed: More than 1 day	Careers
Spring	Apply for a summer job or	A summer job or internship can help you pursue your interests and	Building

	internship.	build your skills. Time Needed: Less than 1 day	Credentials
Spring	Practice your interviewing skills.	Have family and friends ask you questions that you might get in an interview. This will help you decide how best to answer those questions and develop your confidence so actual interviews will go smoothly. Time Needed: Less than 1 day	Building Credentials
Spring	Set up appointments with at least two of your top school choices.	Contact schools before you visit and make appointments for the activities you may want to do: a campus tour, an admissions interview, a meeting with an instructor, etc. Time Needed: Less than 1 hour	School Search
Summer	Update your list of accomplishments and activities.	Keeping track of these items will help you when you need to complete your resume or apply to education and training programs. Be sure to note academic and extracurricular items. Time Needed: Less than 1 hour	Building Credentials
Summer	Volunteer in your community.	Community service is a great way to help others, pursue your interests, and build skills that employers will find valuable. Time Needed: More than 1 day	Building Credentials
Summer	Visit at least two of the schools on your list.	When you visit schools, take a tour and talk with the admissions staff to get more information. Try to talk with students and instructors to get a sense of the school or program. Time Needed: More than 1 day	School Search

12th Grade

Season	Task	More Info	Type
Fall	Build key academic skills.	Use the Academic Skills Question Banks to develop and practice key math, reading, writing, and science skills. Building these skills will give you a solid foundation for any career. Time Needed: Less than 1 day	Test Prep
Fall	Narrow your search for career education and training.	Now that you have specific careers to focus on, search for programs that fit your needs. Explore career colleges, nursing programs, or vocational-technical schools. Time Needed: Less than 1 day	School Search
Fall	Finalize the careers you want to pursue.	Consider the career profiles on your saved list. Determine which occupations you're interested in pursuing and focus on developing the necessary skills and education for those jobs. Time Needed: More than 1 day	Careers
Fall	Apply for an internship or apprenticeship.	Pursuing an internship or apprenticeship is a great way to build your skills and make contacts with key people in the fields you're interested in. Time Needed: Less than 1 day	Careers
Fall	Stay involved in extracurricular activities.	Work toward a leadership position in at least one of your activities. In addition to dedication and commitment, employers like to see evidence of initiative and leadership ability. Time Needed: More than 1 day	Building Credentials
Fall	Visit at least two of the schools on your list.	When you visit schools, take a tour and talk with the admissions staff to get more information. Try to talk with students and instructors to get a sense of the school or program.	School Search

		Time Needed: More than 1 day	
Fall	Finalize your college list.	Compare the schools on your list and decide which schools you want to apply to. Time Needed: Less than 1 day	School Search
Fall	Apply to schools.	Fill out all the necessary forms for the schools you want to apply to. Work with your guidance counselor to make sure the schools receive all the necessary materials. Time Needed: Less than 1 day	School Search
Winter	Meet with your guidance counselor.	Check in with your guidance counselor to make sure you're on track for graduation. Time Needed: Less than 1 day	Building Credentials
Winter	Practice your interviewing skills.	Have family and friends ask you questions that you might get in an interview. This will help you decide how best to answer those questions and develop your confidence so actual interviews will go smoothly. Time Needed: Less than 1 day	Careers
Winter	Set up a budget plan.	Making a plan will help keep you on track financially after high school. Consider your potential earnings and set limits for key expenses (food, housing, transportation, etc.). Time Needed: Less than 1 hour	Building Credentials
Winter	Prepare for career-related exams.	If you must take qualifying exams for the careers you're interested in, get prepared by taking practice tests. You'll get familiar with the exam and learn where to focus your study time. Time Needed: Less than 1 day	Test Prep

Winter	Search for jobs.	Search for job opportunities in your chosen field. Check newspapers, online job boards or searches, or career services offices. Your guidance counselor may also be able to assist you. Time Needed: More than 1 day	Job Search
Spring	Update your list of accomplishments and activities.	Keeping track of these items will help you when you need to complete your resume. Be sure to note academic and extracurricular items. Time Needed: Less than 1 hour	Building Credentials
Spring	Update your resume using the Resume Builder.	Finalize your resume in preparation for applying to internships and jobs. Time Needed: Less than 1 hour	Building Credentials
Spring	Attend job fairs.	Job fairs are a great way to find opportunities for a large number of careers and make connections with people in your chosen field. You can search for job openings and give your resume to company representatives. Time Needed: Less than 1 day	Job Search
Spring	Apply for jobs.	Send your resume and cover letter for job openings you're interested in. Be sure to tailor both items to the specific job requirements. Time Needed: Less than 1 day	Job Search
Spring	Decide which school you wish to attend.	Notify all the schools you applied to of your intent. Time Needed: Less than 1 day	School Search
Spring	Complete enrollment paperwork.	Be sure to complete all necessary forms and send in any deposits for the school you will attend. Time Needed: Less than 1 hour	School Search