

Checklist for Students Seeking Employment and Careers

- Start a file or folder - save EVERYTHING related to your career and educational/training options after high school.
- Review weekly student notes or placement bulletins for information concerning employment opportunities, special programs, school visitations and financial aid.
- Schedule appointment in the Career Center to take computer interest inventories.
- Take the ASVAB to obtain additional information on your abilities and interests. This test is provided by the military with no obligation to you.
- Meet with your counselor to discuss information about yourself (i.e., your academic abilities, skills and interests).
- Explore career information from the Career Center. No appointment is necessary to use the career files. Stop by during lunch, after school, study hall, or obtain a pass from counseling secretary or Career/Placement Center technician.
- Select classes that increase your academic abilities, such as reading, writing, speaking, listening, mathematics, reasoning and studying. Maintain good grades and always strive to improve.
- Select classes that relate to your technical preparation skill area.
- If eligible as a special needs student, consider work study or work training which provides one credit per year for work. Talk with your high school work study coordinator.
- Develop job-seeking skills (i.e., letter of application, job interviewing resume). The Career Placement Center technician can assist you in this area.
- Apply for a Social Security card. You must have your social security number when applying for jobs and any college testing.
- Investigate sources of educational training for a career.
 - Community College
 - Trade, Technical or Business School
 - Military
 - Apprenticeship
 - On-The-Job Training
- Check the job board in the Career Center for information on many job opportunities and summer programs.
- Seek out financial aid options for your education and/or job training after high school. Discuss financial aid options with your high school counselor.
- Notify the counseling office of your career choice.
- Consider applying for cooperative education, internships and/or School-to-Registered Apprenticeships (STRA). These programs provide a wide variety of work experiences plus career related classroom instruction and support. Talk with your high school counselor.