

Name: _____

Date: _____

Module 1 Checklist- Developing My HSBP

The following checklist provides you with an outline of the tasks you will need to complete and submit in Naviance *Student* throughout this module and a way to track your progress.

Intro. Lesson – Finding My Way Through the “Noise”

- ☐ RoadTrip Nation – Define Your Road
- ☐ Do What You Are Survey

Lesson 1 - Career Exploration

- ☐ Career Interest Profiler
- ☐ Add two careers to Favorite Careers & Clusters

Lesson 2 - Resume

- ☐ Resume Self-Inventory
- ☐ Create Resume in Resume Builder
- ☐ Complete *Would You Hire?* Survey

Lesson 3 – Cover Letter

- ☐ Exchange resume and cover letter with classmate
- ☐ Upload completed resume & cover letter (Naviance)
- ☐ Complete *Would You Interview?* Survey

Lesson 4 - Job Application

- ☐ Complete and submit Everett Public Schools online Employment Application
- ☐ Upload documentation of application submission (Naviance)

Lesson 5 – Job Interview

- ☐ Complete Mock Interview Form (Naviance)
- ☐ Complete *Job Interview Survey*

Lesson 6 – University, College, & Training Programs

- ☐ SuperMatch search
- ☐ Add two colleges and/or programs to Colleges I’m thinking about list

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Lesson 7 – Applications for University, College, & Training Programs

Upload documentation of application submission and/or acceptance (Naviance)

Lesson 8 - Financial Aid

- ☐ Complete *Financial Aid Senior Survey*

Lesson 9 - Scholarship Application

- ☐ Complete application for a school specific scholarship
- ☐ Upload school specific scholarship application or documentation (Naviance)

Lesson 10 - High School and Beyond Plan

- ☐ Complete My High School and Beyond Plan Senior Yr. Survey
(Sept.-Apr. & May-June)