

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)