

Name: _____

Date: _____

College and Career Readiness Seminar Checklist

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

<u>Planning My Pathway</u>
(SEPTEMBER) <i>Introduction – Finding My Way Through the “Noise”</i> ☐ RoadTrip Nation – Define Your Road ☐ Complete the task: Do What You Are Survey (Naviance) (SEPTEMBER) <i>Exploring Post-Secondary Options – University, College, & Training Programs</i> ☐ WA Career Bridge and/or SuperMatch search ☐ Complete the task: Add two colleges and/or programs to Colleges I’m thinking about list (Naviance) (OCTOBER) <i>Identifying My Options – Applications for University, College, & Training Programs</i> ☐ Complete the task: Upload documentation of application submission and/or acceptance to task (Naviance)
<u>Financing Education & Training</u>
(OCTOBER) <i>Financing my Future - Financial Aid Options</i> ☐ Application for FAFSA/WASFA ☐ Complete the task: Complete Financial Aid Senior Survey (Naviance) (JANUARY) <i>Finding Free \$\$ - Scholarship Applications</i> ☐ Complete application for a school specific or other scholarship ☐ Complete the task: Upload documentation of scholarship application to the task (Naviance)
<u>Obtaining Employment</u>
(APRIL) <i>Exploring Future Options - Career Exploration</i> ☐ Complete the task: Career Interest Profiler (Naviance) ☐ Complete the task: Add two careers to Favorite Careers & Clusters (Naviance) Prep for Employment – Community Final Interview (Final Project - June) (MAY) <i>Am I Qualified? - Resume</i> ☐ Create/update resume in Resume Builder (Naviance) ☐ Complete the task: Upload completed resume to task (Naviance) (MAY) <i>Making the Connection – Cover Letter</i> ☐ Create your cover letter ☐ Complete the task: Upload completed cover letter to task (Naviance) (JUNE) <i>Seeking Employment – Application Process</i> ☐ Complete the task: Complete general job application (Naviance)

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(MAY) *Making an Impression –Interview Process*

- ☐ Complete Common Interview Questions
- ☐ Participate in Mock Interview
- ☐ **Complete the task:** Job Interview Reflection (Naviance)

Adulting 101

(JUNE) *My Next Steps - High School and Beyond Plan*

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