

Junior Career Development Plan

Naviance Login: Please sign on using your Clever account.

Please ensure your completion of the following tasks previously assigned:

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| <input type="checkbox"/> Achieve Works
Intelligences | <input type="checkbox"/> Career Cluster Finder | <input type="checkbox"/> Occupation Research |
| <input type="checkbox"/> AchieveWorks Personality | <input type="checkbox"/> Career Interest Profiler | <input type="checkbox"/> RoadTrip Nation Interviews |
| <input type="checkbox"/> AchieveWorks Learning
and Productivity | <input type="checkbox"/> College Search | <input type="checkbox"/> Super Match |
| | <input type="checkbox"/> Explore Careers and Cluster | <input type="checkbox"/> Update Resume |
| | <input type="checkbox"/> Game Plan Survey | <input type="checkbox"/> View Scattergrams |

1. Junior Career Passport: Click on the Planner tab at the top of your home screen to find three tasks assigned to you: College Essay or Employability Skills Essay, Goals Essay, and Build Resume. These three tasks will comprise your Junior Career Passport and are **due on Monday, March 17, 2025**. This will help you to prepare for your future educational planning and work.

- **Resume:** A resume is a list of your education, career and/or educational goals, activities, work experience and volunteer activities. Please click on the “build a resume” link and select "Add New Entry" (pink + button) to begin building your resume. Once the information is entered, please select “Print/Export Resume”. Click the pink + button. Enter a name, select one of the three styles, and check the boxes for which information you would like to include. Once finished, please select “Save and Close”. Students can download this as a .doc file to their Google Drive or Downloads folder, then upload the file within the assigned task in Naviance. Once completed, you should see a green banner listing your task as completed.
- **College Essay or Employability Skills Essay:** Your essay must be at least one page minimum length. Please respond to one of the college essay prompts OR two of the employability skill prompts provided as the attachment in your Family Connection account. You must upload a .doc or .pdf file once you have completed the assignment. If you write your essay in Google Docs, please select “File”, then “Download As”, then Microsoft Word. Students can download this as a .doc file to their Google Drive or Downloads folder, then navigate to the assigned task within Naviance to upload the file. Once completed, you should see a green banner listing your task as completed.
- **Goals Essay:** Your Goals Essay must be two paragraphs in length. The first paragraph should address your primary career choice and the courses you have taken or activities you have participated in that have developed your interest in this career. You may wish to reference the results of your Naviance interest tests, and/or your Career Shadowing experiences (if available) for more information. The second paragraph should address your secondary career choice, or your back-up plan. Use the suggestions listed above to develop ideas for your secondary choice. If you write your essay in Google Docs, please select “File”, then “Download As”, then Microsoft Word. Students can download this as a .doc file to their Google Drive or Downloads folder, then navigate to the assigned task within Naviance to upload the file. Once completed, you should see a green banner listing your task as completed.

2. Scholarship Search: At the top of the page, select the “colleges” tab. Then, under *Scholarships and Money*, click on “Scholarship List” to view scholarship information received by our office or “National Scholarship Search” to search the nationwide database of scholarship available to students.

3. Add Colleges to My List: You should add 4-10 colleges to your “Colleges I’m thinking about” list.

Please Note – optional/recommended:

Search for Enrichment Programs (optional): Some students may be interested in enrichment programs during the summer or during the academic year. You can access these opportunities under the “Research Colleges” section of the “Colleges” tab.

After you have completed task #3, please go to “Planner”, then select the “Tasks assigned to me” tab. Click on each task and select “Mark Complete” on the left-hand side of your screen. Your other tasks are automatically tracked by the system upon your completion of the task.

Meet with Career Shadowing Coordinator: Students with identified careers of interest are recommended to meet with the Career Shadowing Coordinator, Mrs. Bernadette Kronz. She is available in the Counseling Office Mondays 7:45a-3:15p, Wednesdays 11:45a-3:15p, Fridays 7:45a-3:15pm. You may also reach her via email at kronz.bernadette@rrcs.org or phone at 44-356-6807. For more information please visit: <https://www.rrcs.org/CareerShadowing.aspx>.

All current year and previously assigned tasks should be completed before the next school year as you will be assigned additional tasks next year. Please see your counselor if you run into any problems or need any additional assistance. Good luck!

