

# High School & Beyond Plan - 9<sup>th</sup> Grade Instructions

## Renton High School

### FRESHMAN YEAR ASSIGNMENTS

1. **My Career Matchmaker Assessment** (*Save at least 2 Career of Interest*)
2. **My Skills Assessment**
3. **My Activities and Experiences** (*Save 1 Extracurricular, save 1 Interest, save 1 Skill; Update any Awards and Volunteer Experiences*)
4. **Career & Life Goals** – create brief short and long-term goal statements that reflect your career exploration.

### GETTING STARTED

Log into Career Cruising: <https://www2.careercruising.com/default/cplogin/RSD>

**Username:** RSD-Username (“RSD-” followed by the first part of your district email (e.g., RSD-aaa.bbb001))

**Password:** Student ID (your lunch number; listed as “Internal ID” on Skyward)

**Update Profile:** click on **My Account**, then **Profile** at the top. Update as needed.

### ASSIGNMENT 1: MY CAREER MATCHMAKER ASSESSMENT (SAVE AT LEAST 2 CAREERS OF INTEREST)

1. Click **Assessments** at the top, then click on the **Start Matchmaker** button.
2. Label your session (e.g., *October Freshman Year*), and then click on the **Start Now** button.
3. After a series of questions, you see a **Career Suggestions** page. It lists careers that match the responses you gave thus far, across all education levels. This is an **initial screening**, and you are not limited to these careers! 😊 Click on the title of a career to see how your responses match to the career, and click through links on the left to learn more about various aspects of that career.
4. If you see careers that interest you, skip ahead to Step 5 below.

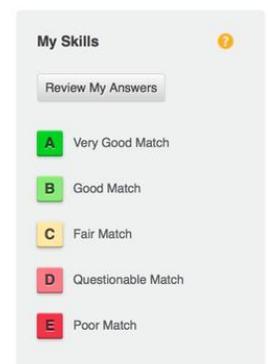


If not, you can filter results, by selecting your **Level of Education** choices, and then **Update My Results**. You can also improve results by clicking on **Answer More Questions** on the left – you can answer up to 116 questions to provide more data to match. If your results still don't look like a fit for you, you can click on **Review My Answers** to modify your responses.

5. As you review a career, ask yourself what aspects of the profession appeal to you & how it may fit your interests & plans for the future. When you find a good career match, click on **Save to My Plan** in the upper right.
6. Save at least two careers to your plan. You can see these professions in the future under **My Careers**.

### ASSIGNMENT 2: MY SKILLS ASSESSMENT

1. Click on **Assessments**, then under the **Matchmaker & My Skills** section, click on **Start My Skills**. Answer all **45** questions to the best of your abilities.
2. Next, you will a list of careers from your Matchmaker session with a **skills score** on the right. A letter grade that appears beside the careers that were matched to you.
3. Click on a career to learn more about how your skills relate to that career. Ask yourself:
  - a. *Does this career interest me? Why or why not?*
  - b. *What classes or activities could help you increase the skills related to this career?*
  - c. *Are the skills related to this career something you'd like to learn in time?*
4. Click on **Save to My Plan** to save any additional careers for future consideration. Make sure that by the end of this activity you have at least **two** Careers saved in **My Careers**.



**ASSIGNMENT #3: COMPLETE MY ACTIVITIES AND EXPERIENCES**

Click on **My Plan** (under your name), then on **Build My Resume**. You will see a series of possible sections to add to a resume – this is an excellent place to keep track of your experiences throughout high school. You can return to this section of your Career Cruising account at any time to add or update any activities or experiences. Keeping track of this information can help you later when you write a resume and prepare for your post high school goals and plans.

To the right of each section, you will see a pencil icon that you can select to edit that section. 

**EXTRACURRICULAR ACTIVITIES:** *(SAVE at least 1 Activity)*

- 1) Click on pencil icon on the right of **Extracurricular Activities**.
- 2) Click **+ Add an activity**. Select a category from the dropdown menu.
  - a. Choose an activity you have participated in the next menu.
  - b. Record the start and end dates. If you are still participating, enter “to present” as the end date.
  - c. Enter a description of how you are involved and what skills you have learned from the activity. For example, if you are on the basketball team, you may have gained collaboration skills.
- 3) If you participate in an activity that is not on the list, use the **Enter Your Own** link by the Activity menu.
- 4) Click on the **SAVE** button.

**HOBBIES & INTERESTS:** *(SAVE at least 1 Hobby)*

- 1) Click on pencil icon on the right of **Hobbies & Interests**.
- 2) Click **+ Add a new interest**. Select a hobby or interest category from the dropdown menu.
  - a. Choose an activity you have participated in from the next menu.
  - b. Record your thoughts about the activity – such as what skills you learned. For example, if you are a collector, you may have gained organizational skills.
- 3) If you are involved in a hobby not on the list, use the **Enter your own** link.
- 4) Click on the **SAVE** button.

**SKILLS & ABILITIES:** *(SAVE at least 1 Skill)*

- 1) Click on pencil icon on the right of **Skills & Abilities**.
- 2) Click **+ Add a new skill**. Select a category from the dropdown menu.
  - a. Choose a skill you have and record your comments. Include examples of how you used this skill or how you acquired the skill.
- 3) If you want to include a skill not on the list, use the **Enter your own** link.
- 4) Click the **SAVE** button at the bottom of the page.

**AWARDS & CERTIFICATES:** *(Optional)*

- 1) Click on pencil icon on the right of **Awards & Certificates**.
- 2) Click **+ Add an award**. Select a category from the dropdown menu.
  - a. Type in the award, date earned, and description
- 3) Click the **SAVE** button at the bottom of the page.

**VOLUNTEER EXPERIENCE:** *(Optional)*

- 1) Click on pencil icon on the right of **Volunteer Experience**.
- 2) Click **+ Add a volunteer experience**.
  - a. Enter your position title, organization, city, state, and dates of involvement and the number of hours you have served in this position.
  - b. In the Description field, enter the duties and special projects you did while volunteering.
- 3) Click the **SAVE** button.

After completing each section, check the box in the **Reflect & Confirm** box.

## ASSIGNMENT #4: CAREER AND LIFE GOALS

Click on [My Plan](#) (under your name), then on [My Goals & Plans](#) on the left column. Click on [Career & Life Goals](#). As you reflect on the Career Exploration activities you have completed, think about what you hope to accomplish in the future.

1. Click on the + sign under **Short Term Goals**. Type in a few things you hope to accomplish in the next few years that will help you reach your post-high school goals. You can click on the yellow ? icon to see a few examples.
2. Click on the + sign under **Long Term Goals**. Think about your career exploration, and type in a few thing you hope for farther down the road in your life. You can click on the yellow ? icon to see a few examples.

After completing each section, check the box in the **Reflect & Confirm** box.