



THE ROAD TO CAREER: FRESHMAN CHECKLIST

- Log into your Scoir account to explore careers based on your strengths and skills. Review your results and think about your career options.
- Create a list of the tasks or activities you enjoy the most. Think about how these activities could translate into a career.
- Talk to your counselor about how you can prepare for a career during high school. Learn about cooperative programs and career pathways.
- Choose your high school pathway. Remember what you learned about careers during middle school to help you make this decision.
- Investigate your interests and explore your career options. Research careers online. Talk to people in the career in which you might be interested.
- Create a list of at least five of your best skills that would help you in your career.
- Create a list of skills you would like to acquire or to improve. Make an appointment with your counselor and any applicable teachers to review your list and to help you to find opportunities to acquire or improve the skills.
- Work with your counselor to select the courses that will best prepare you for your career.
- Begin to collect photos and samples of your work to showcase during the trade school application process or in job interviews.
- Explore advertisements for jobs in your field. You can learn a lot about what to expect in terms of salary and qualifications needed.
- Apply for a part time job or internship in your field. Practice your job hunting and interview skills.
- Schedule informational interviews with people currently working in the field in which you are interested.

Online Resources for Career Information

Delaware Technical Community College has a great online resource with links to many professional organizations and job boards.

Follow the link to explore: www.dtcc.edu/student-resources/career-services/jobs





THE ROAD TO CAREER: SOPHOMORE CHECKLIST

FALL

- Get your driver's license. A clean driving record is an important qualification for many careers.
- Use your time in group projects in class to practice working with others. Be sure you take responsibility for your role in the group, are able to show patience in working with people who have a different perspective than you, and are able to suggest ways to help group members who may be struggling.
- Practice eye contact, a positive attitude, and a firm handshake. Be on time for your classes.
- Employers require being on time.
- Begin a part-time job. Start to save for a car.
- Use your cell phone only when permitted. Use of a cell phone is often strictly prohibited while working. Getting in the habit now will prepare you for your career.
- Become familiar with the education preparation and experience required for the careers on your list.
- Research employers in the locations which interest you.
- Find a place to try skills and get experience in your field. Job shadow, volunteer, participate in service learning or join a club.
- Continue to collect portfolio pieces and samples of your work to use in job interviews or trade school applications.
- Talk to at least three people who are working in your potential occupation(s) to learn about what they do on a daily basis and any advice they have for you, and to make connections (network). FIRST, make an appointment with your counselor to rehearse what you will say to your contacts (including what questions to ask). Remember to take notes while on the phone.
- Write down the names and contact information of additional people with whom you should speak and any information about the job itself and how to apply.

INTERNSHIPS

Search for internships in the field in which you are interested. At this point internships may be unpaid but offer the opportunity for experience, letters of recommendations, and ne working.

LOCAL RESOURCES

- www.wilmingtonde.gov/government/employment/training
- www.internships.com/high-school/delaware/mycollegeguide.org/blog/2018/12/summerinternships-for-high-school-students/#x1





THE ROAD TO CAREER: JUNIOR CHECKLIST

- If you didn't get your drivers license, do so this year. You will need to have a valid license and a clean driving record for many jobs.
- Use your cell phone only when permitted. Use of a cell phone is often strictly prohibited while working. Getting in the habit now will prepare you for your career.
- Continue your part-time job. You can gain valuable experience working part time in your field.
- Become a leader in your high school academy. Leadership positions are great experience and look good on applications.
- Continue to gather work samples and photos for your portfolio.
- Volunteer in your field. Volunteering to help the elderly can be a great way to practice skills and offers low cost solutions to them for services they might pay a lot for.
- Research apprenticeship programs in your field. Some require certifications and tests to apply.
- Find out what you need and how to prepare for the test. Now is a great time to study and get the certifications necessary.
- Research trade schools that might prepare you for your field. Find out what is required for application and discuss costs and finances for tuition with your parents. Work together to plan for attending the trade school of your choice, if appropriate.
- Attend trade school visits at school.

LOCAL TRADE SCHOOLS

- Delaware Skills Center
- Harris School of Business
- DE Technical & Community College
- Dawn Career Institute
- Smith and Solomon
- Delaware College of Art & Design
- Empire Beauty Schools
- All State Career School
- Williamson School of the Trades
- Paul Mitchell School
- Brandywine Flight School





THE ROAD TO CAREER: SENIOR CHECKLIST

BEFORE GRADUATION

- Create a timeline of application deadlines to apply for trade school. Follow the timeline to complete your applications on time.
- Complete the FAFSA after October 1 to apply for federal financial aid to attend trade school.
- Apply for any scholarships that will help you attend trade school in your field.
- Work with your counselor and family to develop a budget for your life after graduation.
- Take the SAT when its offered at your school. It can be required for some trade schools.
- Work with your counselor to create a LinkedIn profile. Research or work with your counselor to learn how to use your profile in your career search.
- Compile and photograph your portfolio so you can show it in an interview or email it to an employer.
- Consider an apprenticeship. Research local options and apply.
- Search for available jobs in your field and in your area. This will help you to know what is available and what additional experience you may need before graduation.
- Volunteer in the field to earn experience and build your resumé.
- At the beginning of your spring semester, update your resumé so you're ready to look for a job in your field.
- Work part time to build work experience for your resumé.
- If you are interested in military service, prepare for and take the ASVAB. Your school library has a copy of the ASVAB Exam Preparation book. Your counselor will know the details on test dates and locations.
- If entering the military, schedule a time to speak with the recruiter assigned to your school. Your recruiter will help you iron out the details of how to enlist.
- Celebrate! You're ready to start your career!
- Complete Diploma Verification Form and Senior Survey

AFTER GRADUATION

- Make sure that you have reliable transportation to your job or trade school. This is especially true for the construction trades. Unreliable transportation can result in losing your job or being unable to complete your classes.
- Purchase the appropriate clothing and supplies for work or school. If you will work outdoors, make sure you have clothing appropriate for the conditions and an insulated lunch bag.
- Invest in your trade. With each paycheck, buy a good tool to use in your field.
- Practice your interview techniques. Be ready!
- If you are starting a construction job, keep an extra set of clothes or your uniform and rain gear in your car.

