

Employ Planning Checklist



Planning for Employment

Planning

- ☐ Make sure you have a professional email and a professional voicemail set up to use in your job search and that you are checking both regularly.
- ☐ Explore career pathways and options through CareerSource and Xello. Identify a person in the career field you are interested in and discuss aspects of their job.
- ☐ Explore benefits and best practices for networking sites like LinkedIn. Create your LinkedIn and review it with your Secondary Counselor.
- ☐ Research potential career paths and job opportunities. Make sure you know which CTE certificates you've earned and careers they can lead to.
- ☐ Meet with your Secondary Counselor- review your resume, ask for a mock interview, and discuss application strategies for your chosen career.
- ☐ Sign up to attend any opportunities for an off-campus College and Career Fair.
- ☐ Work with your Secondary Counselor to ensure you are on track to graduate.

