

SHS Workforce Planning Monthly Checklist (20xx-20xx)

August/December

- Create a yearly schedule for achieving graduation requirements.
- Post High School Work Goal.
- Register with Selective Services (required for 18-year-old males).
- Explore career interests by conducting online research and attending career fairs.
- Complete Job Search with Career Counselor.
- Build workplace skills.
- Attend career job fairs.
- Reach out to mentors in fields of interest.
- Write your Resume.

January

- Internship if possible
- Send Coversheet/Resume to employee
- A transition portfolio (in case you want to share other information with an employer like your Academic and Career Plan, transition assessments, etc.)
- Career tests like MAPP (there's a free version available online) and this <http://www.goodtherapy.org/tests/career-personality-aptitude.html#> from GoodTherapy.org are fun-to-take, and they can provide some ideas for unsure students.

February/May

- Update, Tailor, and Polish Your Resume
- Buy a Suit/formal wear
- Practice Interviewing
- Collect References and Letters of Recommendation
- Clean Up Your Social Media
- Network i.e. <https://www.linkedin.com/>, <https://www.indeed.com/> or etc.

June

- Complete your Final Exams!
- Pat yourself on your back – congratulations! You are an official high school graduate.
- Complete Employment Application(s):
 - Employer(s)
 - Date application submitted.
 - Follow-Up date.