

CROSS ROADS 12

Answer each question below with a Y (yes) or N (no), to learn more about where you are in career exploration and educational planning. It's time to get moving!

Academically

- _____ I feel good about my grades.
- _____ I know what educational options I will pursue after high school.
- _____ I'm sure I have enough credits to graduate.
- _____ I have visited colleges, trade schools, and/or places of employment to plan for after high school.
- _____ I have applied for financial aid if needed.
- _____ I have applied to colleges and/or for a job after high school graduation.
- _____ I have talked with my guidance counselor to verify that everything is in place for my graduation.

Personally

- _____ I know what I like and dislike.
- _____ I know what types of jobs would be good for my personality.
- _____ I know what my interests are.
- _____ I know what my hobbies are.
- _____ I can name my strengths.
- _____ I can name my weaknesses.
- _____ I know 5 words that describe my personality.
- _____ I know certain jobs I would not like.
- _____ I know certain jobs that I would enjoy.
- _____ I know if I would work better alone or with others.
- _____ I know if I would prefer being a leader or a follower.



In the future:

- _____ I can name 3 careers I would enjoy.
- _____ I know what types of education I need to pursue my career interests.
- _____ I know what job skills are.
- _____ I can identify what skills I have for careers I am interested in.
- _____ I have accomplished both academic and personal goals for this year.
- _____ I have discussed my career and educational goals with my counselor.
- _____ I have discussed my career and educational goals with my parents.
- _____ If I graduated today, I know what I would do next to reach my career goals.

Now:

Based on your answers to the questions on this page, answer the following:

1. What do you need to do this week to work on your career goals and educational goals? _____
2. What do you need to do this month to gain a better understanding of your goals for the future? _____

3. How will you know when you have successfully planned your career and educational options? _____



INFORMATIONAL INTERVIEWS

As you complete each task below, check it off. Answer the questions and go to the following page for more info.

What is an Informational Interview?

You contact a local employer or educational representative to learn more about careers and businesses.

- Learn more about career fields.
- Build confidence for job interviews.
- Expand your network for future job references and contacts.
- Learn about specific organizations and companies in your area.
- Solicit advice about where you might fit in the job market.

Before the Interview:

- _____ Learn as much as you can about the company or business.
- _____ Identify the person you want to interview. (Consider friends, relatives, or a working professional you know or your parents know).
- _____ Schedule the interview by contacting the person by telephone or letter (avoid email).
- _____ Explain the purpose of the interview, what you hope to achieve, and how long the interview will last (approx. 20-30 minutes).
- _____ Dress Professionally.
- _____ Bring copies of your resume if requested and information to take notes.

During the Interview

- _____ Arrive 10-15 minutes early (Time to arrive: _____)
- _____ State your purpose and why you are meeting with this person: _____
- _____ Lead the interview by asking questions about the organization and different jobs at the company or business. (See next page for ideas)
- _____ Keep to your scheduled amount of time.
- _____ Ask for referrals to other organizations, businesses, companies, or individuals to find out more about different careers and job opportunities.



After the Interview:

- _____ Send a Thank You note (not an email)
- _____ Keep the individual you interviewed posted on your progress in your job and educational research.
- _____ Organize your information you obtained at the interview with a file, typed summary, date and time of interview, contact information.
- _____ Evaluate your interview. What could you improve? _____
- _____ How does the information you received from the informational interview relate to your educational or career goals? _____

Other Options:

- Conduct Informational interviews at colleges and universities.
- Pursue options for Cooperative Education with businesses if you are going to college.
- Find out about summer employment options that could enhance your educational and career experience.
- Conduct informational interviews to investigate volunteer opportunities.

INFORMATIONAL INTERVIEWS

Questions to ask about a Career Field:

1. What is your job title? _____
2. What are the duties of your job? _____

3. What preparation is required to qualify for a job like yours? _____

4. What do you like best about your job? _____
5. What do you like least about your job? _____
6. How would you describe a typical day at your job? _____

7. What other personnel or departments work closely with you ? _____

8. What courses or training would help me gain knowledge to prepare for a job like this? _____
9. What other people in this field can you refer me to for more information about this career? _____

Questions to ask about an organization, business, or company:

1. What is the mission statement of this company? _____
2. What are the company's long and short term goals? _____

3. What are the benefits offered at this company compared to other businesses? _____

4. What types of training programs are available at this company? _____
5. How would you rate the working environment in this company? _____
Socially: _____ Professionally: _____
6. Can you refer me to others in this organization for me to learn more about this company? _____



Goals and Planning Update: Where do you want to be Next Year?



Fill in the blanks below to complete your path to reach your goals. You've only got a few more months in high school. Make it count!

JANUARY

Your Goal for next January at this time: I will be at _____
doing _____
Living _____

FEBRUARY

Do you need to meet with your guidance counselor and/or parents to discuss your progress towards your goals? _____

MARCH

Do you need to re-search financial aid options to reach your goals? _____ If so when will you have them ready? _____

APRIL

Do you need to fill out job applications or visit schools, employers, etc. this month? _____

MAY

Do you need to contact summer employers or set up orientation dates for college? _____

JUNE

What are the final steps to graduation?

JULY

What will you be doing now after graduation? _____

AUGUST

Do you need to be packing and/or preparing for college?

SEPTEMBER

What do you think that you will be doing at this time in 2004? _____

OCTOBER

Will you have enough financial support at this time in 2004? _____

NOVEMBER

Where will you be working and/or attending school at this time in 2004? _____

DECEMBER

Will you be ready to accomplish your goals at this time? _____ If not, what else needs to happen? _____

