

## Career Timeline for High School Students

### FRESHMEN:

#### **EXPLORE!**

- **Earn Good Grades and Attend Classes** – These habits will increase your chance for success in the future: *it is easier to stay strong when you start strong!*  
In the workplace, attendance is proof that you are reliable and grades are proof that you are capable: *both are extremely important to employers!*
- **XELLO** – Complete the Matchmaker activity (save your results!)  
*This information is useful for matching your interests/strengths and planning for career paths after high school graduation.*

### SOPHOMORES:

#### **EXPAND!**

- **Grades and Attendance Matter** – The goal is to graduate from high school – the more required courses you pass, the more options you will have to add elective classes (of your choice) to your schedule!
- **Expand your Network** – Talk to parents, family, graduates about where they work and the paths they took  
*What types of jobs have they had? Do they enjoy their job? Are they connected to internships/job shadows for you?*

### JUNIORS:

#### **EXPERIMENT!**

- **Grades and Attendance Still Matter** – If you are behind on credits or have a low GPA, you have limited options for classes you are able to take – *required courses are prioritized*  
Some classes have pre-requisites for certain grades or courses passed before enrolling – keep your options open by always doing your best!
- **Class selection** – Pursue CTE classes or Career Path classes (*Business, Pre-CAD, Psychology, Hospitality, etc.*)  
Taking these introductory classes in high school allows you to decide if you want to continue on a certain career path or not (and may open up options for other types of classes/careers you might enjoy).
- **Search for Employment Opportunities** – Are you working? Yes? Great!! No? *If you want to work while in high school, apply for local part-time jobs!*
  - Where to start: *Where do your friends work? Where do you spend time when you are not in school?*
- **Register for Co-Op class** – If you are working and plan to continue working through the semester, apply for Co-Op! The Co-Op course will block a portion of your school schedule so you can continue working while also earning high school credit for your employment.
- **XELLO** – Use the search tools to narrow down your career options – watch interview videos, research different job descriptions, compare job titles, salaries, strengths/weaknesses, industry predictions
- **Job Shadow/Employer Visit – School Related Absence** forms are available to submit for approved time-off for these types of activities and events; *Schedule time to shadow someone in your career path of interest!*

### SENIORS:

#### **EXCEL!**

- **Employers will need proof of high school completion** – Order a transcript!
  - Create an account at [parchment.com](http://parchment.com) (\*official transcript online request system\*)  
*\*use a personal email address for your log-in (parchment.com will be used after you leave Howell schools/HHS email)*  
*Confirm all of your current classes are listed; Missing credits? Add them to your schedule! Credit recovery needed? Complete it! Attendance Appeal/make-up time needed? See your counselor!*
- **Attend Career Talks/Employer Panels** – **Check the calendar!** Career guest speakers often visit during FlexTime or during your classes...*ask questions, pay attention to the pros/cons to careers that interest you!*
- **Continue Employment** – If you are working, make sure you are earning Co-Op credit! *Has your position changed? Update your resume! The longer you maintain employment, the better your resume looks for future employers!*
- **Focus on a Career** – Based on your skills, abilities, interests, salary expectations, willingness to relocate, opportunities for advancement, required training or education level necessary, etc.
- **XELLO** – Update your EDP to help you create a resume. Use information from the clubs you joined, sports you played, jobs you have, and leadership roles you earned, to develop your resume.
- **Attend Job Fairs** – Bring your resume! *Be prepared for informal interview questions; ask employers what a “typical day on the job” is like; gather information (and business cards!) for any careers you are interested in.*