

Planning Timeline: 9th and 10th Grades

In the high school years—especially in your 9th and 10th grade years—you should be closing in on a decision about the cluster of occupations you are likely to enter, which high school courses would be most beneficial for you, and what kind of education or training you will pursue after high school. In order to accomplish these tasks, we suggest that you do the following:

- Talk to your guidance counselor and/or teachers about your future plans. Choose a course of study and focus your electives in particular areas that support your interests and build your skills in those areas of interest.
- Take part in extracurricular activities to learn about what you like to do and to gain experiences that will benefit you in your future academic and career paths.
- Talk to your parents, friends, and family members about their occupations.
- Take advantage of additional opportunities to learn about other occupations through activities such as guest speakers, field trips, part-time jobs, and volunteer activities.
- Document your career exploration activities by keeping appropriate notes and documents. The Note Taker feature of the Nebraska Career Connection Career Portfolio allows you to keep this information in one place.
- Begin setting up a basic resumé in the Resumé Builder area of the Nebraska Career Connections website.
- Add work experiences to your portfolio in the Resumé Builder and/or in the Note Taker area. Continue to add accomplishments and awards.
- If you have taken any achievement tests such as EXPLORE or PLAN, enter those results in Assessment Results of your Nebraska Career Connection portfolio.
- Manage your list of favorites in the Nebraska Career Connection Career Portfolio by removing items in which you are no longer interested and adding new items of interest.
- Take (or re-take) the interest assessment (*Kuder[®] Career Search with Person Match*), the skills inventory (*Kuder Skills Assessment*), and print out the Composite Report from these two. You might want to discuss this report with your parents and your counselor.
- Choose Explore Careers to find a list of occupations in the clusters of your highest interest and/or skill and to get detailed information about them. Use the Occupation Comparison feature to compare jobs that are saved to the My Favorites list.
- Take the values inventory (*Super's Work Values Inventory-revised*) to help you identify your personal values so you can remove occupations from your list that will not help you attain your values.
- Choose Plan for the Future to develop or refine a four-year high school plan that will prepare you for work in your selected cluster(s).
- Based on your favorite occupations, begin to develop a plan for education or training after high school. Begin exploring appropriate technical, two-year, and four-year postsecondary education options using the Select a College link and the Choose a Major link. Use these features to help you find educational institutions and programs that will best prepare you for your future occupation.