

# Holgate High School

## Responsibilities of the Career Bound Student

1. Actively engage in your district Career Advising Program. You will do a self-assessment of your abilities, interests and experiences as they relate to your post high school plans. You will utilize either Ohio Means Jobs or ASVAB (current seniors only).
2. Develop a personal resume. Update it as changes occur.
3. Consider factors about what you want in your career (e.g. location, reputation, job qualifications, job openings, responsibilities)
4. Gather as much information about your chosen career as you can possibly absorb. Will you get to use your skills and talents in this career? Is there any part of this career that you will NOT be able to complete? Is there room for advancement? Would it benefit you to get any certification prior to being hired or will the job pay for me to gain certification?
5. In the spring of your junior year, meet with Mrs. Peck to discuss your aspirations. Consult with Mrs. Peck regularly as you gather information and make decisions.
6. Include your parents in your decision making throughout the process. Selecting a career is a matching of individual personality with job responsibilities. Your parents know you best.
7. Job shadow. Seniors may have one day excused absence from classes in order to job shadow in a field they are considering for their future profession. Arrangements for this job shadowing must be made at least ONE WEEK in advance to insure the absence will be excused.
8. Be meticulous in completing your applications Be extremely neat and be absolutely certain that your application is flawless before submitting (complete all parts of the application and make sure to include all requested documents).
9. Apply for more than one position prior to graduation. Applying early lets employers know you are interested in them. Remember, it is all about how you can help THEM. Let them know, by applying early, that they are not just a last minute decision until something better comes along
10. Give individuals at least three weeks to complete recommendation(s) that may be needed as part of your application(s). Give them the form, which can be found in the guidance office, with the student section(s) completed. Be sure to either provide a stamped, addressed envelope for each or what information is necessary for them to submit the recommendation online. (Give individuals all your requests together, if applying for more than one position, so they can do them at the same time.)
11. Be aware of and meet all of your application deadlines. Make sure you complete step 10 with enough time to meet deadlines.
12. Make copies and/or backup everything before you send or submit your applications.
13. Complete a transcript request form in the Guidance Office, if needed, for each application that you submit. Submit requests for transcripts at least two weeks before the application deadline.
14. Respond immediately to any request for an interview, audition, portfolio, updated transcript, or any additional information.

15. Practice and prepare for interviews.

**What will you wear?** Pajamas are the worst option (yes it has happened and no they did not get the job). Dress professional even if that is not how you will dress on the job.

Guys : slacks (not jeans, if you don't have any then borrow a pair from a friend or family member) and where them on your waist; polo or button down shirt (tie if you have one); NO hats; comb your hair

Girls : slacks or dress/skirt not shorter than the knee; nice blouse/shirt (low cut and tanks are NOT appropriate for a job interview); close toed shoes with no more than a moderate heel (if you don't have appropriate wardrobe borrow from a friend or family member); hair pulled back if long or at least neatly combed; go easy on the make-up

**What will you say?** That depends on the job and your situation. Remember it is all about the job and the organization. Research the job and be prepared to answer questions. Answer the question completely. Focus on how you can benefit them, not how they can benefit you. Be prepared to let them know why you are a good fit for them. Know your weaknesses and be prepare to share one if asked (don't tell them you don't have any – everyone has them!) During an interview is NOT the best time to make demands. Relax – you did your research and you are prepared☺

16. **Arrive early.** Job tardiness is grounds for dismissal. Arriving late to an interview will give an impression of what is to come later. If you are also planning to go to college to earn certification prior to starting your job or if your employer requests you start certification in the fall after you graduate refer to the “Responsibilities of the College Bound Student” as well.

17. Consult with Mrs. Peck as you are offered jobs and make your decision about which position you will accept.