

# CAREER PLANNING CHECKLISTS

7-8	9-12	Postsecondary
Career Exploration	Career Preparation	Career Management
<ul style="list-style-type: none"> <li><input type="checkbox"/> Sign in to <a href="http://RUReady.ND.gov">RUReady.ND.gov</a> to:               <ul style="list-style-type: none"> <li>▪ Access North Dakota career cluster information</li> <li>▪ Check on the job market information</li> <li>▪ Complete interest assessments</li> <li>▪ Develop an individual electronic portfolio</li> <li>▪ Choose career clusters that match interests and strengths</li> <li>▪ Explore postsecondary options in chosen clusters</li> <li>▪ Begin developing an Individual Career and Academic Plan (ICAP)</li> </ul> </li> <li><input type="checkbox"/> Meet with counselor to review ICAP</li> <li><input type="checkbox"/> Register for high school classes</li> <li><input type="checkbox"/> Participate in Extended Learning Experiences:               <ul style="list-style-type: none"> <li>▪ Field Trips</li> <li>▪ Guest Speakers</li> <li>▪ Career Fairs</li> <li>▪ Career Research</li> <li>▪ Informational Interviews</li> <li>▪ Hands-on world of work experiences</li> <li>▪ Volunteer service</li> </ul> </li> <li><input type="checkbox"/> Development and reinforcement of soft skills:               <ul style="list-style-type: none"> <li>▪ Communication</li> <li>▪ Problem solving</li> <li>▪ Decision making</li> <li>▪ Team work</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sign in to <a href="http://RUReady.ND.gov">RUReady.ND.gov</a> to:               <ul style="list-style-type: none"> <li>▪ Access North Dakota career cluster and pathway information</li> <li>▪ Research job market information</li> <li>▪ Complete interest &amp; aptitude assessments</li> <li>▪ Continue to develop individual electronic portfolio</li> <li>▪ Select career clusters that match interests and strengths</li> <li>▪ Select pathway that can be updated annually</li> <li>▪ Identify a program of study and develop a postsecondary education and training plan</li> <li>▪ Continue to develop an Individual Career and Academic Plan (ICAP)</li> </ul> </li> <li><input type="checkbox"/> Meet with counselor to analyze, evaluate and update the ICAP</li> <li><input type="checkbox"/> Select and register for course work that aligns with career interests and aptitudes</li> <li><input type="checkbox"/> Identify postsecondary goals</li> <li><input type="checkbox"/> Participate in Extended Learning Experiences:               <ul style="list-style-type: none"> <li>▪ Field Trips/facility tours</li> <li>▪ Guest Speakers</li> <li>▪ Involvement in student organizations</li> <li>▪ Career &amp; College Fairs</li> <li>▪ Career Academies</li> <li>▪ Career Research</li> <li>▪ Job Shadowing, Internships</li> <li>▪ Volunteer service</li> </ul> </li> <li><input type="checkbox"/> Continue to develop and reinforce soft skills</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sign in to <a href="http://RUReady.ND.gov">RUReady.ND.gov</a> to:               <ul style="list-style-type: none"> <li>▪ Access North Dakota career cluster information</li> <li>▪ Receive updates on job market information</li> <li>▪ Access and use individual electronic portfolio</li> <li>▪ Review postsecondary choices and continue the development of an Education &amp; Career Action Plan</li> <li>▪ Explore financial aid resources</li> <li>▪ Use resume and job application tools on <a href="http://RUReady.ND.gov">RUReady.ND.gov</a> and <a href="#">CRN websites</a></li> </ul> </li> <li><input type="checkbox"/> Register for postsecondary courses</li> <li><input type="checkbox"/> Meet with counselor to evaluate and update the ICAP</li> <li><input type="checkbox"/> Participate in Extended Learning Experiences:               <ul style="list-style-type: none"> <li>▪ Field Trips</li> <li>▪ Guest Speakers</li> <li>▪ Job Fairs</li> <li>▪ Career Research</li> <li>▪ Internships</li> <li>▪ Professional associations</li> <li>▪ Apprenticeships</li> <li>▪ Employment</li> <li>▪ Volunteer service</li> </ul> </li> <li><input type="checkbox"/> Continue to develop and reinforce soft skills</li> </ul>