**Senior Year Timeline Checklist for Job/Career Focus**

**September:**

* Meet with your school counselor to discuss post high school plans, future employment, military options and career opportunities.
* Research career choices
* Attend career and job fairs
* Maintain high effort in classes, clubs, activities and paid employment

**October:**

* Talk to people who work in your chosen career area and schedule to job shadow with them

**November:**

* Narrow down career choices to 1 or 2

**December and January:**

* Research possible employment opportunities

**February:**

* Compile information for your resume

**March:**

* Develop your resume
* Obtain and complete job applications
* Review interview questions and participate in mock interviews with the school counselor

**April:**

* Submit job applications, schedule job interviews and make follow up contact
* Send thank you notes to employers with whom you have interviewed

**May:**

* Select and accept preferred job and notify others to decline their offer for employment