

# Transition to Workforce Planning

## Fall



### Senior Year

Done | Date Completed | Comments/Concerns/Notes

Review the school calendar for important dates such as interims and ending marking period dates, fall break, midterms and finals.	Check out your school website for this calendar	<input type="checkbox"/>		
Know where you stand and be aware of barriers, if any. <i>Are you on track to graduate?</i>	Review transcript with your school counselor.	<input type="checkbox"/>		
You do not have to do this work alone. You have people that you trust and can guide you (in and out of school).	Develop or reconnect with your team of supportive adults. This will be your advisory committee. <i>Team you</i>	<input type="checkbox"/>		
Volunteer and Network: Take time out of your schedule to help others and connect. You will benefit from learning new experiences and others will see the value you add.	Consider volunteering for an industry you are interested in or learning something new. Find volunteer opportunities. Track your hours using the DSS tracking tool. <a href="http://volunteer.delaware.gov">volunteer.delaware.gov</a>	<input type="checkbox"/>		
Get comfortable with being part of a team and being a contributor	Join a sports team or school club.	<input type="checkbox"/>		
Consider taking the <b>Armed Services Vocational Aptitude Battery (ASVAB)</b> . <a href="http://officialasvab.com">officialasvab.com</a>	This test could guide you to a successful career (military or other) after high school.	<input type="checkbox"/>		
Get a copy of the Delaware Career Compass published by the Delaware Department of Labor from the library, school counselor, or your Career and Technical Education teacher	This publication offers resources to help you in your journey to work. <a href="http://careeronestop.org">careeronestop.org</a>	<input type="checkbox"/>		

## Fall / Winter



Start to review options for a good-paying job.	<a href="http://labor.delaware.gov/wdb/training-providers">labor.delaware.gov/wdb/training-providers</a>	<input type="checkbox"/>		
Practice your life skills, such as communication, conflict resolution, problem-solving, teamwork and time management.	Every employer wants you to show up on time, work with the team and solve problems. Practice now.	<input type="checkbox"/>		
Create both an electronic and paper resume and have your school counselor review. If you don't have one, get started with our <a href="http://bit.ly/DSS-Resume-Tips">bit.ly/DSS-Resume-Tips</a> <i>Resumé time!</i>	A paper resumé will give you the option to upload your doc to any company or job site. You can use Delaware Job Links to create a resume and apply for jobs! <a href="http://joblink.delaware.gov">joblink.delaware.gov</a>	<input type="checkbox"/>		

## Winter



Practice your interview skills! Schedule mock interviews with your advisory team or teachers. Take their feedback and continue to practice. <a href="http://bit.ly/DSS-Interview-Skills">bit.ly/DSS-Interview-Skills</a>	Common questions: Tell me about yourself. What would your teacher say about you as a student? Tell me about a problem you solved at home or in school.	<input type="checkbox"/>		
Have you been doing the work needed to guarantee your future?	Check with your school counselor and advisory board to ensure you are still on track or if you need to change directions (pivot).	<input type="checkbox"/>		

## Winter / Spring



### Senior Year

Done

Date Completed

Comments/  
Concerns/Notes

Take the ASVAB if you missed it in October. <a href="https://www.asvab.com/officialasvab.com/applicants/what-to-expect">officialasvab.com/applicants/what-to-expect</a> ✨	Take this opportunity to discover the best options for you.	<input type="checkbox"/>		
List companies where you would really like to work.	Share your list with your advisory committee, school counselor, family and friends. If you took the ASVAB in October, you probably know the role you like. If not, create a narrative of what you like to do.	<input type="checkbox"/>		
Consider working for the state of Delaware. Research available jobs. Watch videos on how to apply for a state job. Discuss with your advisory committee.	You can search for jobs with the State of Delaware. <a href="https://statejobs.delaware.gov">statejobs.delaware.gov</a> ✨	<input type="checkbox"/>		
Search for jobs with the federal government. Watch videos on how to apply.	You can search for and apply for jobs with the Federal government <a href="https://usajobs.gov">usajobs.gov</a> ✨	<input type="checkbox"/>		
The U.S. postal system has many federal jobs to offer including delivering mail.	Search and apply for a career with the United States Postal Service (USPS) <a href="https://about.usps.com/careers">about.usps.com/careers</a> ✨	<input type="checkbox"/>		
It's job/career fairs time! Ask your advisory committee to help you practice interviewing.	Check with your Work Based Learning Coordinator, school counselor or your advisory committee and <a href="https://delawarestudentsuccess.org/events">delawarestudentsuccess.org/events</a> ✨	<input type="checkbox"/>		
<i>How does your plan look?</i> If you have an IEP or 504, check with your DVR counselor for help with finding a job or employment training. Ask for a pamphlet that explains additional services.	Your school counselor can connect you and your parents/guardian to your DVR counselor. Remember, you have a team to help you.	<input type="checkbox"/>		

## Spring



Stay calm!  
you've got  
this!

Review this organizer to ensure you didn't miss anything.	Use your notes to write out your plan for after high school. Clearly state the next steps and tell people what support you need (practice interviewing, tips on what to wear, transportation).	<input type="checkbox"/>		
Check with your school counselor again. <i>Has anything changed?</i> If so, talk to your advisory committee for help solving the unexpected. You still have options.	Continue to research YOUR best option, advocate for yourself and express gratitude to your support team. If you have landed a job, tell everyone. Share your excitement.	<input type="checkbox"/>		
<i>Is a classmate working at a job that interests you?</i> (short term or long term)	Ask if the company has a referral program. People like to work with people they like.	<input type="checkbox"/>		
You have time to stop by an American Job Center to tell them you will be graduating. They have many more resources to help you with your job search.	Find the center closest to you <a href="https://careeronestop.org">careeronestop.org</a> ✨	<input type="checkbox"/>		

YOU DID IT!

# Congratulations!

You and your team did it! Thank them. Share information to help others. Enjoy the world of work!

Save this resource to review periodically.

For more resources, visit [delawarestudentsuccess.org](https://delawarestudentsuccess.org)