Steps To Effective Decision Making

Define the decision to be made.

Evaluate your needs and wants.

Compile a list of realistic alternatives.

Investigate each alternative.

Determine the best alternative.

Establish a plan and implement it!



STUDENT SUCCESS PLANNER

CONTENTS Include the following kinds of documentation in this folder: ☐ Career/Educational Plan Student Success Planne ☐ Resume ☐ Transcript of Grades ☐ Standardized Tests Taken The purpose of this ☐ HSPA Date_ planner is to help you □ PSAT/NMSQT......Date collect information about □ ACT Test Date yourself that you can use □ SAT Test Date_ □ SAT Test Date for making personal, ☐ Aptitude/Interest Assessment . . Date educational, and career □ ASVAB Date_ decisions that will affect □ Competence Exam Date_ your entire life. □ Other......Date_ □ Special Awards Date_ ☐ Certificates of Achievement . . Date_ □ Commendations Date_ ☐ Employment Credentials - Skill Competencies or Certificates Earned ☐ Copies of Completed Job and/or College Applications ☐ List of References

| Student's Name |
|--------------------|
| School |
| Year of Graduation |

| EXTRACURRICULAR ACTIVITIES/STUDENT ORGANIZATIONS AND CLUBS | | | | | | |
|--|----------------|----------------------|--|--|--|--|
| Activity | Responsibility | Office Held (if any) | | | | |
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| HONORS AND AWARDS | | | | | | |
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| Year | Year | Year | Year | |
|------------------|------------------|------------------|------------------|--|
| Required Courses | Required Courses | Required Courses | Required Courses | |
| | | | | |
| Elective Courses | Elective Courses | Elective Courses | Elective Courses | |
| | | | | |
| | | | | |

GRADE 9

Self Knowledge

Personal Traits:

Employers seek people who possess a variety of positive personality traits. What experiences have you had that show the following traits are a part of your development?

| 1. | Responsibility: |
|-----|--|
| 2. | |
| 3. | Sociability: |
| 4. | Integrity/Honesty: |
| 5. | Cooperation: |
| | lues and Goals: nat values are important to you in your choice of a career? |
| | nat are your goals for the future? |
| | t the things you enjoy doing in your leisure time: |
| | b Skills: nat skills have you developed that would make you employable? |
| - | nsidering your grades and standardized test scores, what are your areas of strength? |
| Aft | er taking a learning styles assessment, what is your learning style? |
| | chievements: |
| | |

| Plans after high school: | | | | | | | | | |
|---|---|----------------|--|--|--|--|--|--|--|
| ☐ Enter the workforce | | | Join the military. Which branch? | | | | | | |
| ☐ Attend a two-year college | | | Begin an apprenticeship or job- training | | | | | | |
| ☐ Attend a four-year college☐ Attend a trade/vocational so | chool | | Other | | | | | | |
| Career Exploration: | | | | | | | | | |
| I have learned about the follow | I have learned about the following careers this year: | | | | | | | | |
| Using the knowledge about my | self, these careers | are (or are no | ot) suitable for me because: | | | | | | |
| | Results of Career Assessment: | | | | | | | | |
| Name of Assessment | Date | | Results | | | | | | |
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| Pre-Employment Experier | nces: | | | | | | | | |
| ☐ talked with parents or adults☐ participated in extra-curricu☐ participated in community of | lar activities | | took part in a career day held part-time or summer job heard speakers (college reps, | | | | | | |
| | | | etc.) | | | | | | |
| □ explored career information in the Career Center□ held leadership positions or offices | | | interviewed a worker observed or shadowed a | | | | | | |
| □ served as a volunteer | | | worker | | | | | | |
| □ took a field trip related to a career | | | filled out applications wrote for information on careers | | | | | | |
| ☐ participated in a simulated interview | | | ☐ participated in a job interview | | | | | | |
| □ asked for letters of recommendation □ completed a resume | | | | | | | | | |
| Work Experience (Include | Volunteer and F | Part-time W | /ork): | | | | | | |
| Employer | Dates | Type of W | ork Skills | | | | | | |
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| Notes: | | | | | | | | | |