

# Junior Career Information Sheet

*Required for Portfolio for Graduation*

Name: \_\_\_\_\_ TAP Teacher: \_\_\_\_\_

1. Go to [www.act.org/discover/login](http://www.act.org/discover/login) and log into *Discover*
  - After logging in, go to the red tab “**My Portfolio**”, click on “**Personal Information**”
  - Click on the red box, “**My User ID or Password**” on the left side of the page. Follow instructions to change your User ID info.  
*Change your “User ID” to your UHS Student ID and change your password is your birth date (MM-DD-YY)*
2. Click on purple “**Inventories**” tab on top of page
  - Click on “**Values Inventory**”
  - Take values inventory online
  - Scroll to bottom of page and click “**Show My Results**”
  - Review the indicated Career Areas in the “My Results” purple box
3. Click on the red “**My Portfolio**” tab
  - Click on “**Resume Builder**”
  - Click on “**Learn More About Resumes**” and read about *chronological*, *functional*, and *electronic* resumes
  - Click on “**Sample Resumes**” for ideas for making a high school resume
  - Click on “**Resumes**” on the brown tool bar
  - Click on “**Build My Resume**” box on the right. (*If you already have a resume, you only need to type “Resume in TAP Portfolio” under your “address & phone” topic and skip ahead to the next bullet item here*). If you do not have a current resume, check each box that you want to include in your resume. Begin filling in the information by clicking on a topic. Fill in the information requested. Click “**Submit**”. Continue in this manner until all information is completed. When finished, copy the entire resume into a word file and save in your U. High folder. Adjust its appearance to your liking.
  - Place a hardcopy of your resume in your gray TAP Portfolio

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The back page is for your individual planning. You need to complete it and place this sheet in your gray TAP Portfolio (to later be placed in your Senior Project Notebook). Your TAP Teacher will tell when it is due. **Remember** that your work in the Discover e-portfolio and hard copy items are part of your Senior Project Notebook.

**GOOD LUCK!**

# **Junior Year Action Plan**

*Required for Portfolio for Graduation*

**LOOKING BACK** Look over the following list to make sure you have all these items in your E-Portfolio (to check your E-Portfolio contents, log on to *Discover*, click on the red “Portfolio” tab, click on “My Report”)

- A completed “Abilities”, “Interest” and “Values” Inventory
- One to two careers researched and added to your “favorites”
- At least one school/program researched and added to your “favorites”
- An up-to-date resume (remember: if you did a resume before this assignment, be sure to put a hard copy of it in your gray TAP Portfolio)

**LOOKING FORWARD** Answer the following questions in one or two sentences:

1. What do you consider your greatest success in High School so far?
2. How can your abilities in this area be used to help you in your future?
3. What is currently your biggest challenge in High School?
4. What have you done/will do to meet this challenge?
5. At this point, what career are you most planning to pursue?
6. What training is required for that career? (If you do not know, refer to your *Sophomore Career Packet* or *Sophomore Information Sheet* to see how to research this)
7. Do you see any obstacles in the way of reaching your current goals? If so, can your counselor, TAP teacher or parent help you overcome them (circle one)?

<b>Counselor</b>	<b>TAP Teacher</b>	<b>Parent</b>
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  - YES, let’s meet during the school day
  - YES, let’s meet before or after school

**OR:**

- NO, I will find help from \_\_\_\_\_