

CHAMPS Naviance Lesson 3

12/4/2025

Students will complete their next task in Naviance as part of their High School and Beyond Plan for High School Graduation.

Learning Outcomes

- **Freshman**

- Complete the Aspirations Survey
- Slides 4-14

- **Sophomores**

- Start creating a Resume
- Slides 15-30

- **Juniors**

- Complete the Career Interest Profiler
- Slides 31-39

- **Seniors**

- Complete Financial Aid Survey
- Slides 40-45

Log Into Naviance

Click **Students** from school website

Click **Naviance** button

Log in with district ID# and password



Click here for
Video walk
through of the
lesson

- Freshman -

Exploring Post High School Options

- Review slides 4 through 14 to learn and explore post high school options.
- Make sure to leave the last 5 minutes to complete the Aspiration Survey – Directions on Slide 14

- Freshman - Exploring Post High School Options

- Make sure to leave the last 5 minutes to complete the Aspiration Survey – Directions on Slide 14

What is Post –secondary?

Post-secondary refers to **any** college, training program and/or career plans after high school graduation.

Post-Secondary Options
Apprenticeship
Community College
Employment
Four-Year College & University
Internship
Military
Technical & Trade College

HSBP GR 9 LESSON 3

- Freshman - Exploring Post High School Options

- Make sure to leave the last 5 minutes to complete the Aspiration Survey – Directions on Slide 14

Technical & Trade Colleges	Community Colleges
• 1 to 2 year programs • Provide training for skilled, high tech workers   	• 1 to 2 year programs • Degrees & certificates offered • <i>academic transfer degrees,</i> • <i>professional-technical degrees</i> • <i>certificates of achievement</i> *Earning an <i>academic transfer degree</i> similar to completing the first 2 years at a 4-year college/university.   
Four-Year Colleges & Universities	Military Service
• Typically 4-year programs offering variety of Bachelor's degrees • A university (as opposed to a college) also offers master's degrees (M.A., M.S.) and doctorates (Ph.D.) for advanced, highly specialized study.     	• Educational opportunities • Up to 90% tuition assistance for college courses • Technical training in over 200 skill areas • G.I. Bill-Tuition for any school     
Internships	Apprenticeships
• An intern is a student undergoing supervised practical training. • Real-life applications of the skills students learn in school. • An internship is a way to "try on a job" before deciding on a career.	• Training program where you earn wages while learning a skilled profession in a specific field. • Supervised by a trade professional • Includes classroom studies and on-the-job training • Earn a salary while you learn about your trade

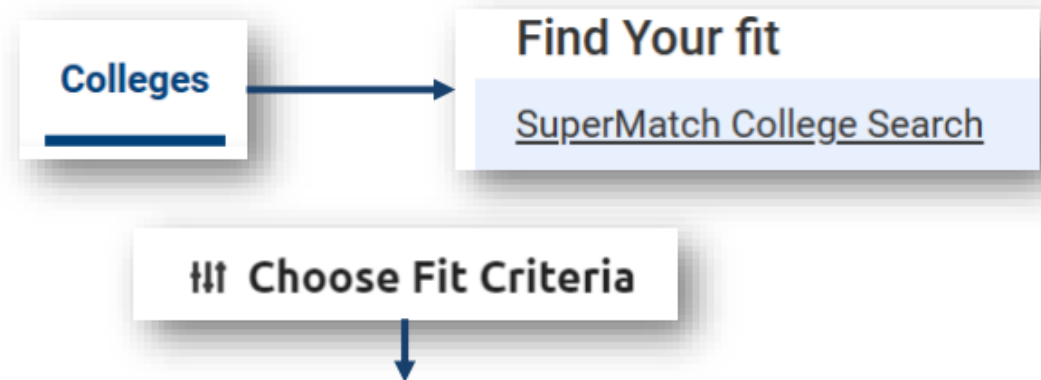
- Freshman - Exploring Post High School Options

- Make sure to leave the last 5 minutes to complete the Aspiration Survey – Directions on Slide 14

Explore Where You Fit?

Start with **SuperMatch** to look at college & training options.

Search for a college by typing in the **search box** or narrow your search by choosing different **fit criteria**.



Location Academics Admission Diversity Institution Characteristics Cost Student Life Athletics

- Freshman - Exploring Post High School Options

- Make sure to leave
the last 5 minutes to
complete the
Aspiration Survey –
Directions on Slide 14

Additional Post-Secondary Options

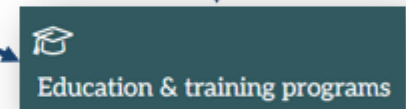
Next, check out local options at
Washington Career Bridge!



*Click

(careerbridge.wa.gov)

Type the **job title** or search **by location** or search by **education type** such as apprenticeships.

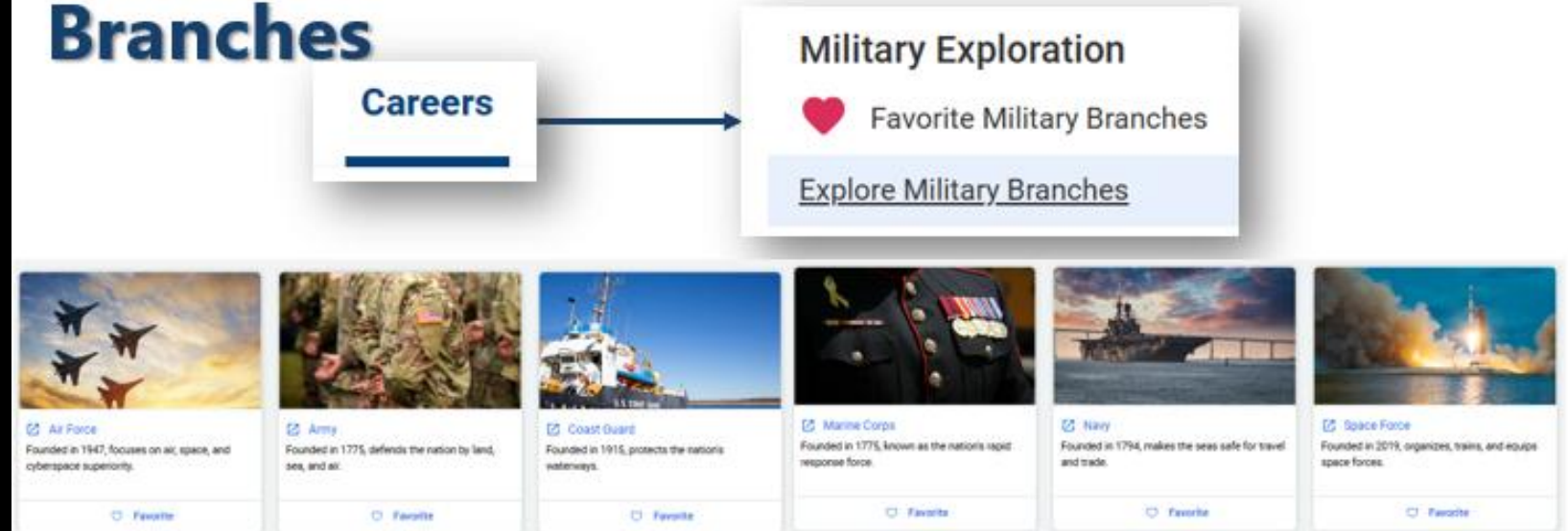
A screenshot of the Washington Career Bridge search interface. It features a search bar at the top with the placeholder text "Search for education ideas". Below the search bar are four filter categories: "Job Title" with a dropdown menu showing "All Job Titles", "School/Colleges" with a dropdown menu showing "All School/Colleges", "Education Type" with a dropdown menu showing "All Education Types", and "City" with a dropdown menu showing "All Cities". A blue oval is drawn around the four filter categories. The text "HSBP GR 9 LESSON 3" is visible in the bottom right corner of the screenshot.

- Freshman -
Exploring Post High
School Options

- Make sure to leave the last 5 minutes to complete the Aspiration Survey – Directions on Slide 14

Interested in Military Options?

Explore the different branches of the military **Click Careers > Explore Military Branches**



- Freshman - Exploring Post High School Options

- Make sure to leave the last 5 minutes to complete the Aspiration Survey – Directions on Slide 14



SNO-ISLE TECH
SKILLS CENTER



TECHNICAL TRAINING
for high school juniors
and seniors



**REGIONAL
APPRENTICESHIP
PATHWAYS**
SNOHOMISH COUNTY

Snohomish County's only state-recognized construction trades pre-apprenticeship school serving high school juniors, seniors, and Everett Community College students.

WELCOME!

- Freshman - Exploring Post High School Options

- Make sure to leave the last 5 minutes to complete the Aspiration Survey – Directions on Slide 14

Experience More Options – Signature STEM

Explore post-secondary options while in high school by participating in specialized STEM programs in our own high schools.

<https://www.everettsd.org/Page/43709>



- Freshman - Exploring Post High School Options

- Make sure to leave the last 5 minutes to complete the Aspiration Survey – Directions on Slide 14

Experience More Options – Running Start

Explore post-secondary options while in high school by enrolling in college courses that also count towards a high school course.

- Schedule a meeting with your school counselor to discuss if this is an option for you!



- Freshman - Exploring Post High School Options

- Make sure to leave the last 5 minutes to complete the Aspiration Survey – Directions on Slide 14

Experience More Options – College in the High School

Earn college credit for qualifying courses you are already enrolled in or can plan to take at your high school.

- Check with your teacher to see if your class qualifies!

College partners offering credit choices are:

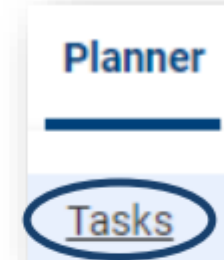


HSBP GR 9 LESSON 3

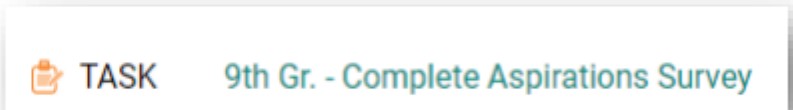
- Freshman -
Exploring Post High
School Options

Complete the Lesson Task...

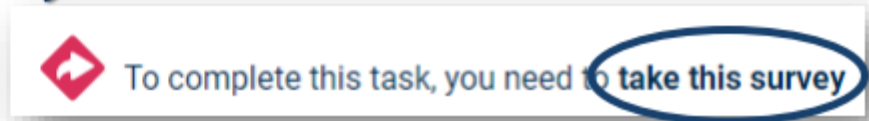
To complete the lesson, click
Planner > Tasks.



Click the *title* of the task, **9th Gr.**
- Complete Aspirations
Survey



Click the words **take this survey** to
open and complete the task.



Click here for
Video walk
through of the
lesson

- Sophomores -

Start Creating a Resume

- Review slides 15 through 30 to learn about resumes and how to start one in Naviance.
- Make sure to download a copy of your resume, Directions on Slide 29

- Sophomore -

You and Your
Resume

Did You Know?!

The initial amount of time an employer takes to review an applicant's resume is...

15 – 45 Seconds



- Sophomore -
You and Your
Resume

Why do you need a Resume?

- To obtain an interview
- First part-time or full-time job
- Future skilled and professional jobs
- Volunteer applications
- Scholarship or college applications

- Sophomore -

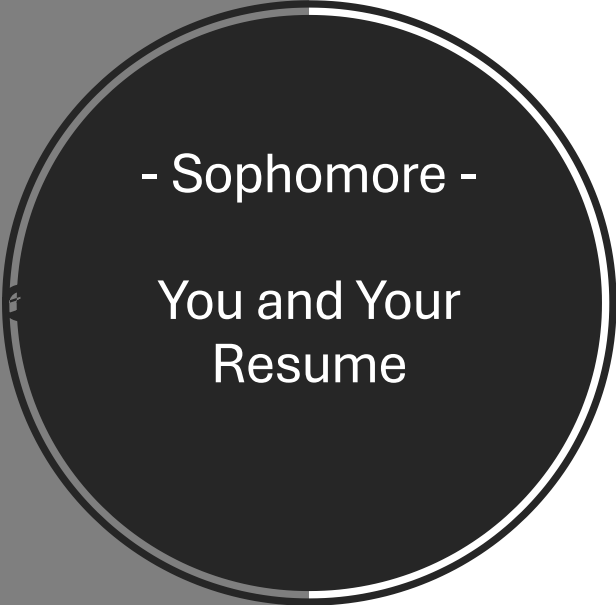
You and Your
Resume

Lesson Tasks

Begin building your resume using the Naviance *Student* Resume Builder tool

Continue to add to your resume each year in preparation for college and scholarship applications as well as employment.

Practice exporting/printing your resume.



- Sophomore -
You and Your
Resume

Why Create a Resume Now?

Resumes track your involvement in activities, athletics, and work history

Start now and add involvement in and outside of school

Keep track of new skills and list of attributes

- Sophomore -
You and Your
Resume

Resume Facts & College!

Colleges ask for resumes (or activity lists) as part of their applications.

Western Washington University

Activities List

The activities list helps us understand how you spend your time. Provide a list of most meaningful activities and achievements in high school, including: community involvement, volunteer experience, employment, athletics, extracurricular clubs, arts, family responsibilities, or special awards and recognition.

Please list your activities in order of importance to you and be sure to include:

- The name of the organization and/or involvement
- Your position or role
- How long you have participated
- A short description about the activities that are most significant to you. You do not need to describe all activities. For the most significant activities, please include a short description.

If you submit your application online, you can either upload your activities list to your application or type the list directly within the online form. If you apply using the paper application, please attach your activities list.

<https://admissions.wvu.edu/freshman/freshman-essay-activities-list-tips>
Ctrl+Click to follow link

Start Now
Using
Naviance
resume tool!



HSBP GR 10 LESSON 3

- Sophomore -

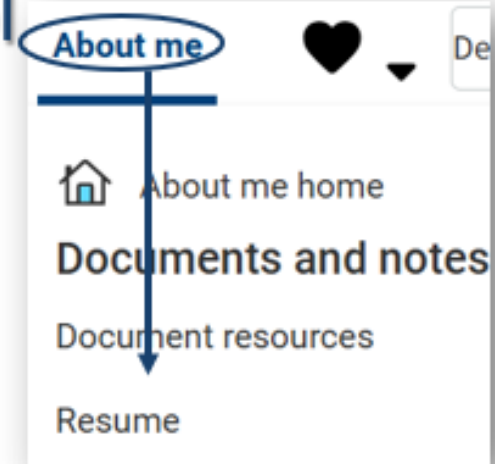
You and Your
Resume

Locate the Resume Tool

In *Naviance Student*
click **About
Me>Resume.**

The next few steps will help
you create your first resume

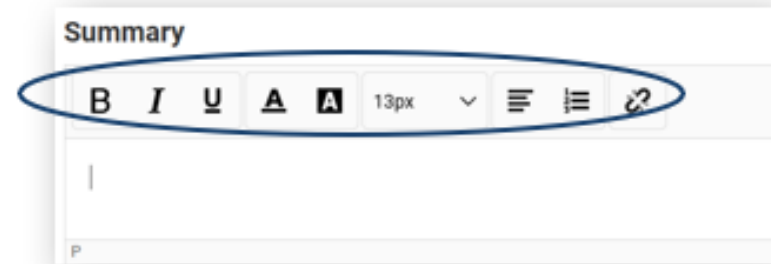
It is okay to only have a few
things...this will grow as
you continue your
involvement!



- Sophomore -
You and Your
Resume

Summary Statement

Click in the **Summary** box to type your statement and choose any additional text options.



This is a general statement about your overall goal for the resume

Ideas for your first resume:

"Motivated and responsible student seeking a part-time position to gain work experience and contribute to a team-oriented environment."

"Looking for a part-time role where I can provide excellent customer service, develop new skills, and support team goals."

- Sophomore -
You and Your
Resume

Work Experience or Skills

List any job that gave you useful experience or list skills if you haven't had a job yet.

Start with the **present** and work backwards
Even if...

- you didn't get paid
- you worked for a parent or relative
- or you worked for yourself

...you still gained valuable experience and accomplished something meaningful!

- Sophomore -
You and Your
Resume

Work Experience or Skills

In *Naviance Student*... add any work experience entries by clicking the **+ Add work experience** link.

Work experience



+ Add work experience

Ideas:

- Communication (including public speaking and active listening)
- Problem-solving
- Teamwork and collaboration
- Adaptability and flexibility
- Leadership
- Time management
- Critical thinking
- Customer service
- Conflict resolution
- Creativity
- Attention to detail
- Computer skills
- Technical skills
- Data analysis
- Project management
- Language proficiency
- Digital literacy

- Sophomore -
You and Your
Resume

Education

Education should include courses, workshops, trainings, and/or apprenticeships related to the job you are applying for.

Start with your most **present** education and work backwards.

Education Tips:

- Name of School
- City and State
- Graduation – “Anticipated date of graduation June 2022”
- GPA - Optional
- Round up to the nearest tenth: 3.1 not 3.062
- Include college coursework, Running Start, Sno-Isle etc.

- Sophomore -

You and Your
Resume

Community Service, Activities, Honors and Awards etc.

In *Naviance Student*, add information relevant to the job. These can be entered in the **Extracurriculars** area.

Add any of the following:

- Volunteer Services
- Extracurricular Activities
- Awards/Certificates
- Skills/Academic Achievements
- Music/Artistic Achievements
- Athletic Achievement
- Additional Information
- Leadership

- Sophomore -
You and Your
Resume

Extracurriculars

In Naviance *Student*...add any extracurricular entries by clicking the + **Add work experience** link.

Extracurriculars

+ Add

*You can rename and reorder
any section in your resume.

...

Rename

Move up

Move down

- Sophomore -
You and Your
Resume

Tips for Community Service, Activities, Honors and Awards etc.

- List in either:
 - In reverse chronological order (most recent first)
 - By importance to the career objective/job applying for
- Use years only
- Do not say "Member of ..."
- Emphasize your leadership roles
- Do not use abbreviations or acronyms; unless obvious (YMCA)

- Sophomore -
You and Your
Resume

Preview/Download Your Resume

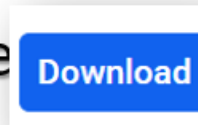
To complete this task, you need download your resume.

Start by clicking the **print icon**



Click the **down arrow** to customize your resume

Click the **Download** button and save your resume so you can find it later

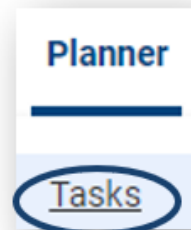


- Sophomore -
You and Your
Resume

Complete the Lesson Task...

To complete the lesson, click **Planner** > **Tasks**.

Make sure that you completed both the **10th Grade High School & Beyond Plan Survey** and the **10th-Create/Update Resume in Resume Tool** task is listed under **Completed Tasks**.



Tasks you've completed

Click here for
Video walk
through of the
lesson

- Juniors -

Developing My Game Plan

- Review slides 32 through 39 to learn about resumes and how to start one in Naviance.
- Make sure to download a copy of your resume, Directions on Slide 29

Welcome!

Entry Task:

As you watch the video, write down on your sticky note, any of the personality types that fit you.

**HOLLAND'S SIX
PERSONALITY TYPES**

RIASEC

<https://youtu.be/NI9tVEKXQdQ>

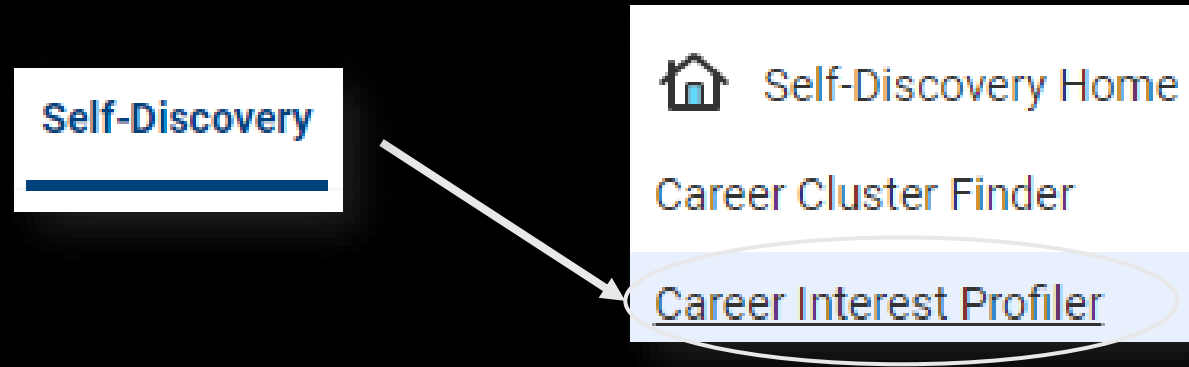


Career Interest Profiler

The **Career Interest Profiler** is a survey within Naviance *Student*.

Survey helps you identify possible future career interests based on your personality.

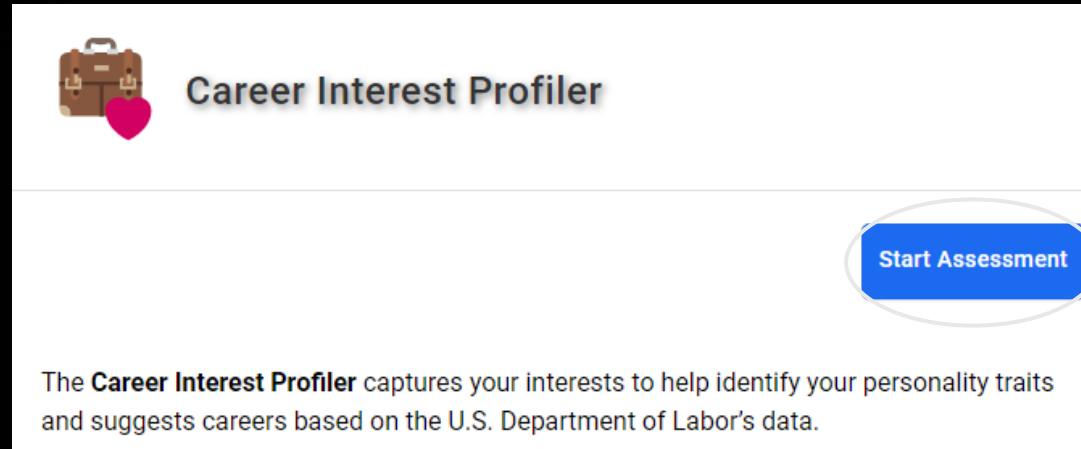
Access the Career Interest Profiler



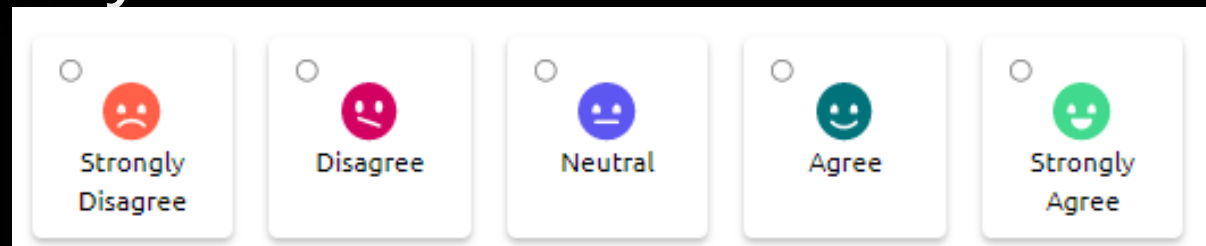
Click the **Self-Discovery** > **Career Interest Profiler** to begin.

Start the Career Interest Profiler (CIP)

To begin, click the **Start Assessment** button.



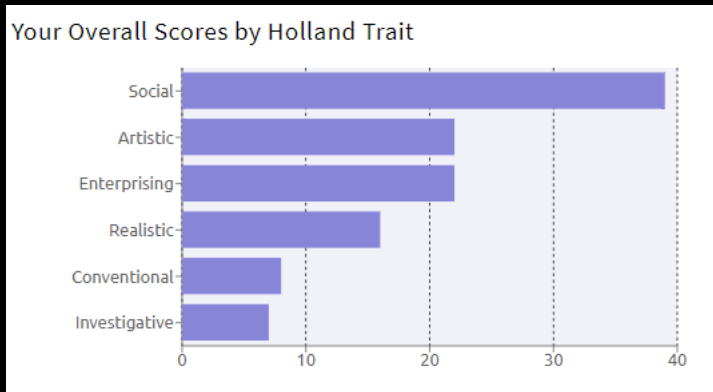
For each statement choose the answer that best fits you!



Viewing Your Results

Your assessment results will highlight:

- *Holland Traits with the highest scores*
- *Education and Training needed for careers in your interest areas*
- *Provide detailed information on your traits and related careers*



Complete Results



Social

SCORE: 39

Likes to do things to help people – like, teaching, nursing, or giving first aid, providing information. Generally avoids using machines, tools, or animals to achieve a goal. Is good at teaching, counseling, nursing, or giving information. Values helping people and solving social problems and sees self as helpful, friendly, and trustworthy.

Persons having a Social personality type "dominate" this environment. There are more of them than there are people of other personality types. For example, in a hospital, school, or counseling service there will be more persons having a "Social" personality than there will be people who have a Realistic type.

"Social" people create an "Social" environment. For example, they particularly value people who are helpful, friendly, and trustworthy – who are good at teaching, counseling, nursing, giving information, and solving social problems.

[VIEW CAREERS](#)

Art, Drama, and Music Teachers, Post...

Teach courses in drama, music, and the arts including fine and applied art, such as painting and sculpture, or design and crafts. Includes both tea...

Education
Graduate/ Professional

Median Salary
\$69,530

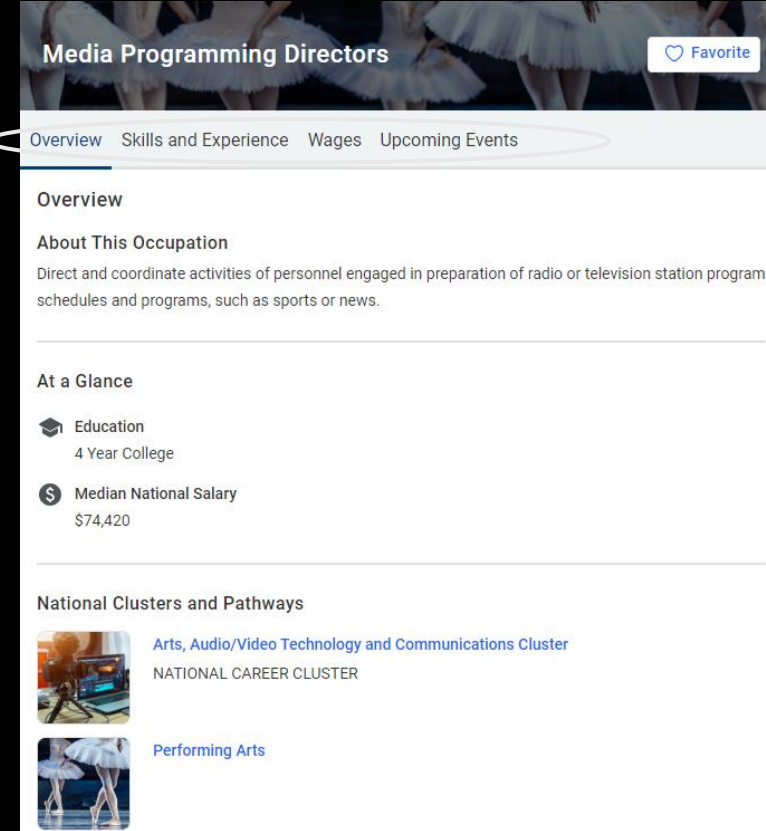
[Favorite](#)

Exploring Careers that fit Your Personality

Check out careers in your interest area.

Click the **career title** to explore:

- Education/training needed
- Median salary
- Detailed information and opportunities



Media Programming Directors [Favorite](#)

[Overview](#) [Skills and Experience](#) [Wages](#) [Upcoming Events](#)

Overview

About This Occupation

Direct and coordinate activities of personnel engaged in preparation of radio or television station program schedules and programs, such as sports or news.

At a Glance

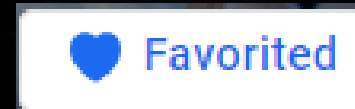
-  **Education**
4 Year College
-  **Median National Salary**
\$74,420

National Clusters and Pathways

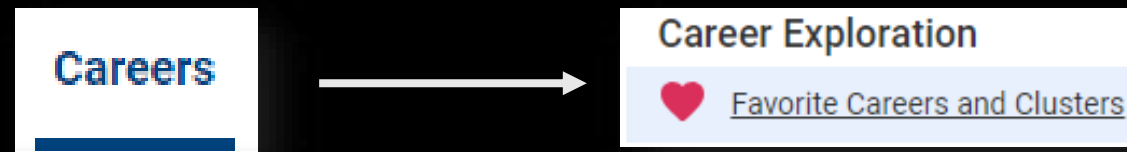
-  [Arts, Audio/Video Technology and Communications Cluster](#)
NATIONAL CAREER CLUSTER
-  [Performing Arts](#)

Adding Careers to Favorites

Click the **heart icon** save the career to your "favorites".

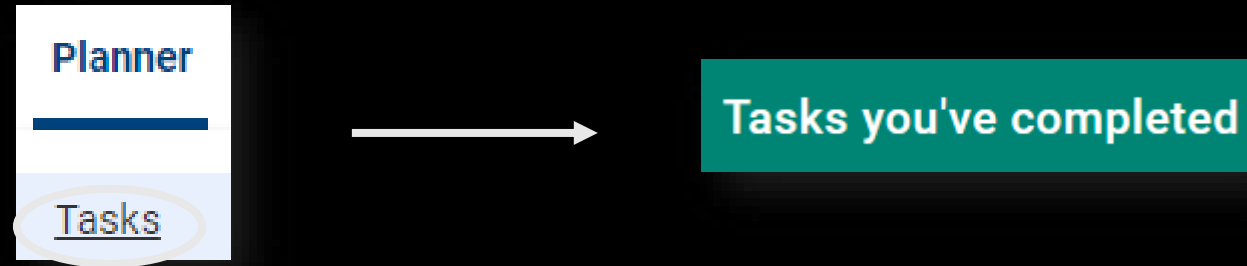


You can view these on under **Careers > Favorite Careers and Clusters**



Complete the Lesson Task...

To complete the lesson, click **Planner > Tasks**.
Make sure that the **11th Gr. - Complete Career Interest Profiler** is listed under **Completed Tasks**.



- Senior -

Financial Aid Survey

- Review slides 40 through 45 to learn and explore post high school options.
- Make sure to leave the last 5 minutes to complete the Aspiration Survey – Directions on Slide 14

- Seniors -

Financial Aid Survey

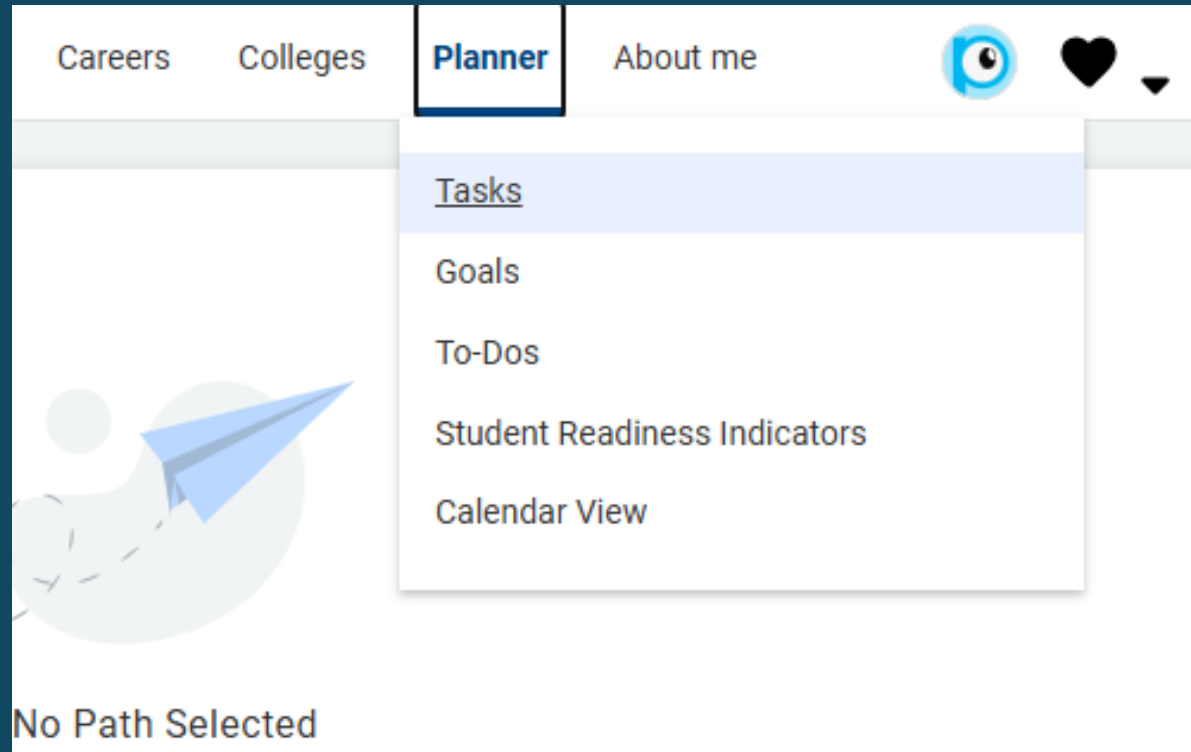
- Today you are going to fill out your Financial Aid survey and if you have time you can add more information to your brag sheet.
- Please watch this video before taking the Survey:



- Seniors -

Financial Aid Survey

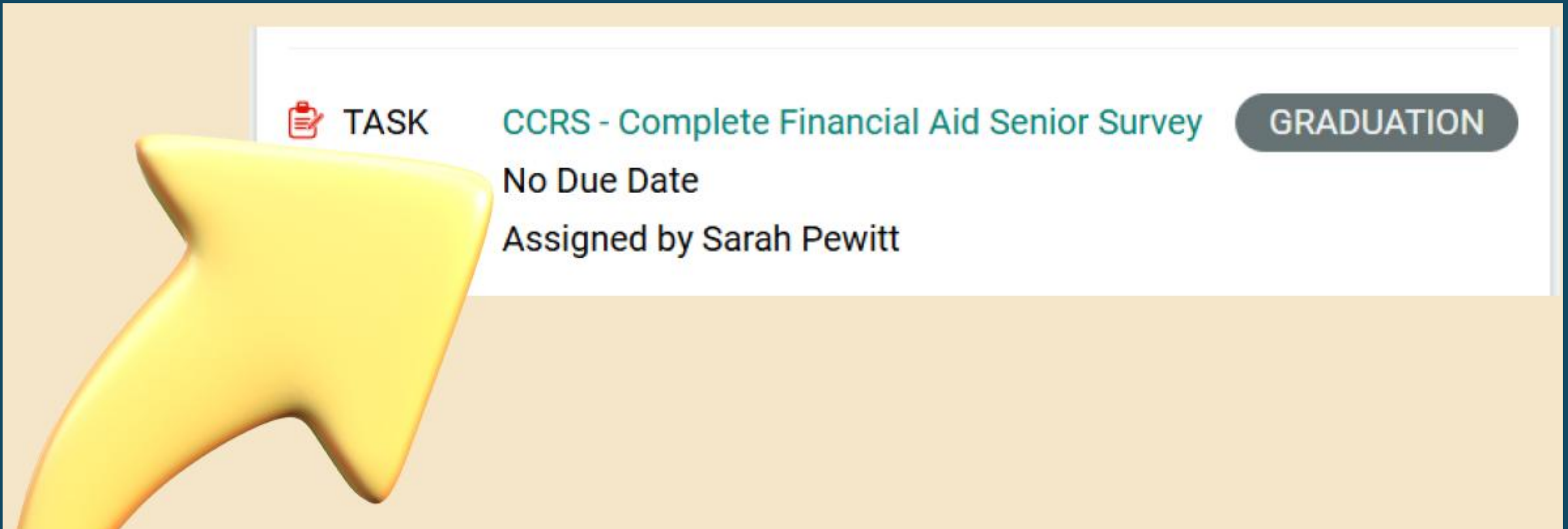
- To find the Financial Aid Survey, in Naviance click on Planner and then Tasks:



- Seniors -

Financial Aid Survey

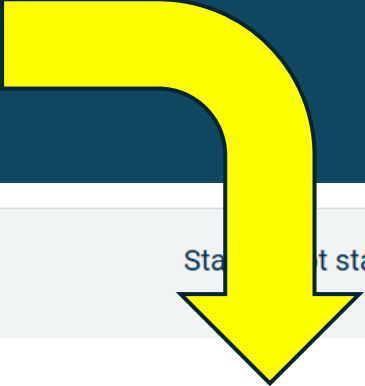
- Scroll down the list of tasks assigned to you until you find the Complete Financial Aid Senior Survey:



- Seniors -

Financial Aid Survey

- Next click on “take this survey”



CCRS - Complete Financial Aid Senior Survey

Start Date: [blank] Status: Not started

 To complete this task, you need to [take this survey](#)

Task information

Requirement:

GRADUATION

Add a comment

My comment

 Drop files or click to [Browse...](#)

To-Dos

 [Define your next to-do](#)

No to-dos to show

- Seniors -

Financial Aid Survey

- Complete the Survey and click “Submit Response”
- Once you have submitted the survey you can go to your brag sheet and add more information. The brag sheet helps teachers know about you and write better letters of recommendations as well as help you think of things you can add to post high school applications and resumes.
- [Click here to access the video that shows you how to access your brag sheet.](#)