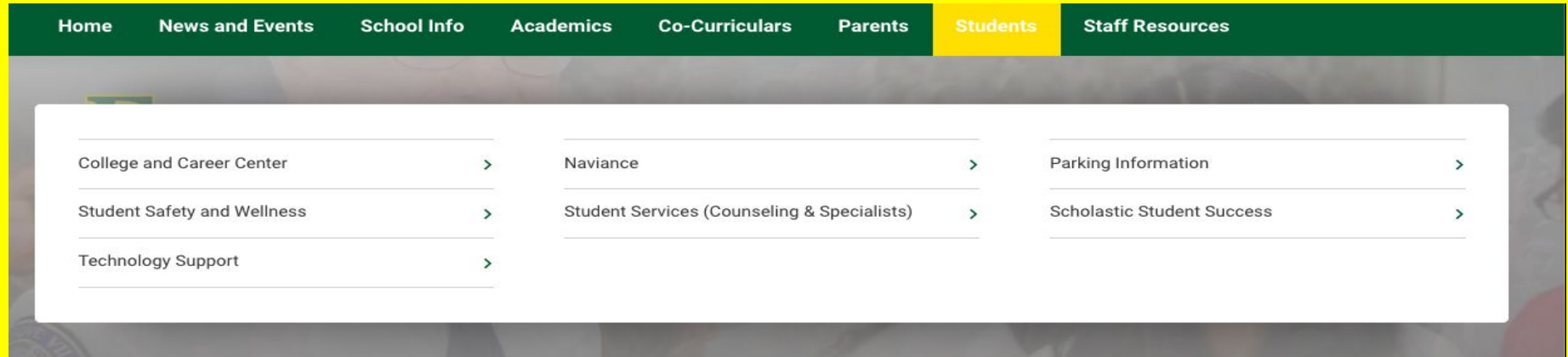


# **Sophomore Career Unit**

**Welcome Back**

# NAVIANCE LOG IN

- Go to the EGHS Website
- Go to “Students”
- Select “Naviance”



# NAVIANCE LOG IN

- Enter “Elk Grove High School”
- Select “Student”

Which school would you like to login to?

#### We need more information

In order to log you into Naviance we need you to identify your school.

Enter your school name, city, or zipcode

GO

Results for Elk Grove High School

[Elk Grove High School](#)

If there are multiple schools in your district make sure you select the right one.



Welcome to Naviance Student.



Please choose your user type.

This allows Naviance to help you log in the way your school and district prefers.



Student



Parent or  
Guardian



Alumni

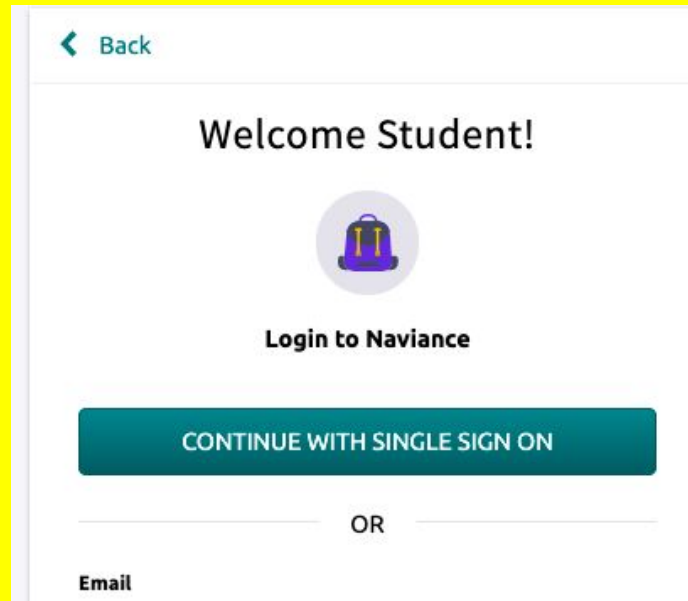


Guest

[I'm new and need to register!](#)

# NAVIANCE LOG IN

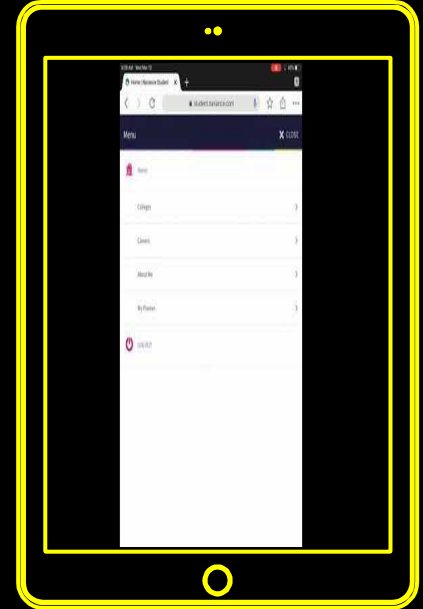
- Select “Continue with Single Sign On”
- Log in with your D214 email and password



The screenshot shows a mobile application interface for logging into Naviance. At the top left, there is a blue arrow pointing left and the text "Back". Below this, the text "Welcome Student!" is centered. Underneath is a circular icon containing a purple and blue school bag. Below the icon, the text "Login to Naviance" is centered. A large, teal button with the text "CONTINUE WITH SINGLE SIGN ON" is centered below the text. Below the button, the word "OR" is centered between two horizontal lines. At the bottom left, the word "Email" is visible, indicating the start of an email input field.

# Naviance

- ✔ Go to the Naviance link on EG website
- ✔ <https://student.naviance.com/elkgrove>
- ✔ Select Student
- ✔ Select Continue with Single Sign On
- ✔ Select or school account or full email address if your school account isn't there
- ✔ Use your school password
- ✔ Go to *Menu* in upper right corner then  
*About Me: My Stuff, Resume*





# Learning Targets:

## I CAN.....

- ✓ Create a resume
- ✓ Identify qualities to successfully complete a job interview



# 1st Semester Review

I .....

- ✓ Explored careers on Naviance
- ✓ Identified my career cluster
- ✓ Reviewed my transcript
- ✓ Reviewed how to track my service hours on Transeo

# Things to consider

Let's complete 3 resume components together:

- Objective
- Education
- References



Please note the “TIPS” listed next to each resume category!





1

# Objective

What is the ultimate  
purpose of your  
resume?

“

To obtain part time  
employment in (insert career  
cluster here).



**2**

# **Education**

School

Location

Grade

Description

“

Elk Grove High School

500 W. Elk Grove Blvd.

Elk Grove Village, IL 60007



**3**

# **References**

Name

Title

Email

“

Think of a non family member you can trust that would be willing to give you a glowing review

# Let's review some concepts



## Objective

Remember to make this a short, focused statement about the kind of position you want!



## Education

Note any career pathway and dual credit courses, g.p.a., and honors distinction.

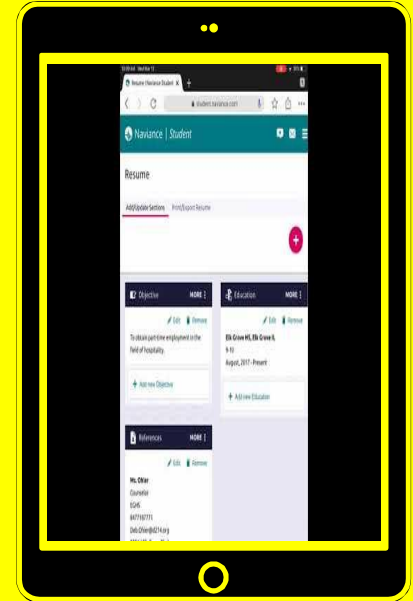


## References

Select people who are going to give you a great recommendation, are not related to you, and ask them before you list them as a reference.

# SAVE your resume in Naviance

- ✓ Print/Export Resume
- ✓ Add using the plus button (+)
- ✓ Name your resume (college, work, etc)
- ✓ Click on the sections you want to be part of your resume then click Update Resume
- ✓ Click on the title of your resume to view or print





# Going to an Interview



# INTERVIEW DO's

- ⦿ Dress up, but not tuxedos
- ⦿ Bring your resume
- ⦿ Be early
- ⦿ Use firm handshake
- ⦿ Make eye contact
- ⦿ Have good hygiene (teeth, nails)
- ⦿ Ask questions
- ⦿ Use a professional email address and professional language



# INTERVIEW DONTs

- ⊙ Wear revealing clothing
- ⊙ Bring your cell phone
- ⊙ Be late
- ⊙ Be a cold fish
- ⊙ Avoid eye contact
- ⊙ Use slang and profanity
- ⊙ Seem uninterested
- ⊙ Come unprepared
- ⊙ Chew gum or over cologne