



Naviance CCP Checklist – What to Complete

- **Career Cluster Finder**
This activity will help you determine which of the 16 Career Clusters (broad categories of careers) best suits. The survey gives you a list of activities, subjects, and personal qualities – all you have to do is check the ones that you enjoy.
- **Add 3 Career Clusters to my List**
Once you have completed the Career Cluster Finder, click the blank heart next to the three clusters that interest you the most.
- **Career Interest Profiler**
This activity will help you determine careers/jobs that match your interests. The profiler will provide you with activities that are completed at a variety of jobs – you will answer if you would like or dislike that activity. Your results will be careers that match your interests.
- **Add 3 Careers to my List**
Once you have completed the Career Interest Profiler, click the blank heart next to three careers that interest you the most.
- **Super Match College Search**
This activity will help you determine colleges that meet your needs and interests. On the Colleges tab, select Find Your Fit, then choose Super Match. Click “Select Criteria to Start” and select items from the options that you are would like in a college. You can add items to either “Must Haves” or “Nice to Have”. Colleges that match your preferences will appear below your lists. Be sure to save your search.
- **Strengths Explorer**
This activity will help you realize your talents and strengths. Please note – you cannot go back and change any answers. It is recommended that you complete this activity in one-time period. This activity will help you determine how to best utilize your talents.
- **Build a Resume**
Go the “About Me” tab, then choose “My Stuff”, then “Resume”. Click the + to begin adding sections to your resume. Add all of the sections that apply to you and fill in all information for that section.
- **Job Application Basics**
For this activity, you will fill out a mock job application. Pay attention to the information you need to have on hand to get an application done, how much time it takes, etc. Much of this basic information is also on a college application. Please fill out this application and then upload a copy to this task. You will need to print the application, fill it out, then take a picture of each page and upload in Naviance. ***(You can get a copy of the application from your advisor).***
- **Academic SMART Goal**
From your homepage, click My Planner, then Goals. Create an academic SMART goal for yourself. This goal should focus on something you need to work on during this school year to help you be more successful. Fill in all of the boxes and then click Add. (In order to receive credit for this activity being complete, all elements (boxes) of the SMART goal must be entered.
- **Finding Your Road**
For this task, you will be hearing a story about someone whose road maybe didn't go quite as they had thought it would. To find Road Trip Nation, navigate up to the Career tab > Road Trip Nation is at the bottom of the menu. Once you click on it, you will "Find My Road" at the top of the box on the screen. Follow the steps and choose one of the people who come up to hear about their story. While you are watching, think about anything this person had to overcome, what success and failures they had, and how their road is unique. To mark this task as complete you will need to take a quick survey. You can right click the survey in the corner and open it in a new tab to see the questions ahead of time.

YOU MUST COMPLETE EACH BULLET POINT!!! = 2000 POINTS!!!