

Grade 9 Tasks

1. Build Resume
2. Add Careers to your Favorites List
3. Add Career Clusters to your Favorites List
4. Complete the Do What You Are Assessment
5. Complete the Learning Styles Inventory Assessment
6. Complete the Career Interest Profiler Assessment.

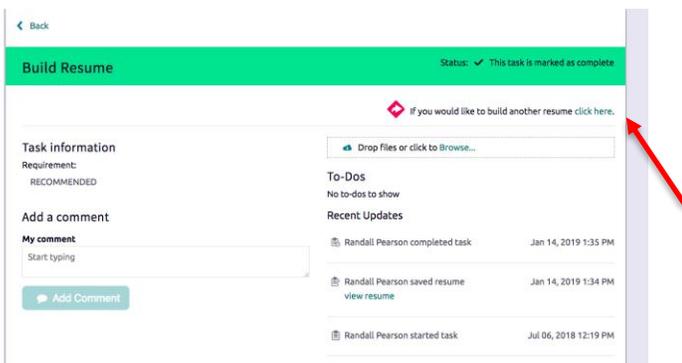
Build Resume

Naviance Student offers Resume Builder to provide a framework for your resume development. Resume Builder can be used to decide and work on different resume sections, and then the build tool can be used to export the resume as a PDF or Word file. The Word file is a fully-editable version of the resume.

1. Login to Naviance Student
2. At the top right of the screen, click "My Planner"



3. Click "Tasks"
4. Click the task "Complete Resume"
5. Click the link at the top to start building your resume.



6. Click the pink + button to start creating your resume.
7. Complete all sections of the resume. Each section has a detailed explanation and tips.
8. When all sections are complete click "Print/ Export Resume"
9. Click the pink + button
10. Choose a name for this resume
11. Choose your template
12. Click Continue

Add/Edit Saved Resume

STEP 1: Set Up Resume | STEP 2: Choose Sections

Get started by naming your resume and choosing a print friendly template for this resume. Don't worry, once you've saved this resume you can edit it to make changes at any time. You can also download it as a DOCX file. Then you can make changes to the design of your resume in a word processor to better reflect your audience or your brand.

Name your resume

This is to help you find your resume later. It won't appear on your resume

Choose a print friendly template

- Default Template 1 [PREVIEW](#)
- Default Template 2 [PREVIEW](#)
- Default Template 3 [PREVIEW](#)

[CONTINUE](#)

13. Select and add sections you want to add to resume
14. Click "Save Resume"
15. A new box will appear with printing options for this resume. You can create multiple resumes and they will be saved in this section.

My Saved Resumes

Main
Last Edited Jan 14, 2019

- [Edit](#)
- [Download PDF](#)
- [Download DOCX](#)
- [Remove](#)

Resume 2
Last Edited Jan 18, 2019

- [Edit](#)
- [Download PDF](#)
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- [Remove](#)

Resume 3
Last Edited Jan 18, 2019

- [Edit](#)
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Add Careers to Your Favorites List

Naviance can help you gain a clear understanding of the academic preparation required to pursue careers you are interested in. You are able to search careers in Naviance and add them to your "Careers I am Interested In" List. To add a career to your favorites list, click the heart icon next to the career name. You can also like careers that have been suggested based on your assessment results. NOTE: Once you start adding careers to your favorites list the task will automatically complete in Naviance.

Add Career Clusters to Your Favorites List

Career clusters are a way of grouping careers with common features and skills. Careers grouped into the same cluster typically require similar education and training. Exploring clusters can be a useful way to find a good career match, especially if you have general areas of interest but are not sure what specific careers match those interests. Career clusters can also help you better understand how your coursework in school can prepare you for certain types of careers

1. Login to Naviance Student
2. At the top right of the screen, click "My Planner"



3. Click "Tasks"
4. Click task name "Add Career Clusters to your List"
5. Click link to start adding Career Clusters.

 If you would like to add more clusters or pathways to your list [click here](#).

6. Once you start adding Career Clusters to your list, the task will be completed.

Find Clusters and Pathways

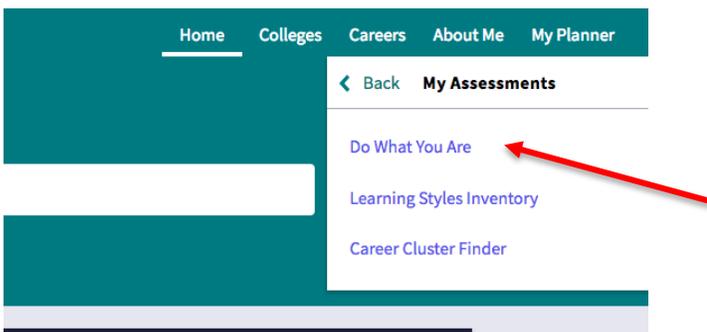
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| | |
|--|--|
|  Agriculture, Food and Natural Resources > |  Architecture and Construction > |
|  Arts, Audio/Video Technology and Communications > |  Business Management and Administration > |
|  Education and Training > |  Finance > |
|  Government and Public Administration > |  Health Science > |
|  Hospitality and Tourism > |  Human Services > |
|  Information Technology > |  Law, Public Safety, Corrections and Security > |
|  Manufacturing > |  Marketing > |
|  Science, Technology, Engineering and Mathematics > |  Transportation, Distribution and Logistics > |

Complete the Do What You Are Assessment

The Do What You Are® assessment uses personality types to suggest careers and clusters that might be a good match for you.

1. Login to Naviance Student
2. Click About Me
3. Click My Assessments
4. Click Do What You Are



5. Follow the instructions to complete the Assessment.

Do What You Are

STEP 1 Intro STEP 2 Take Assessment STEP 3 View Results

This tool will reveal your true personality and provide tips to achieve success, in a way that works for you.

This usually takes less than 20 minutes. To get the best results:

- Relax, there are no right or wrong answers
- Just choose the options that are most like you
- Don't be influenced by what others may expect of you

Based on accurate answers, your results will help:

- Clarify your career options
- Make assignments and tests easier
- You understand others and others understand you

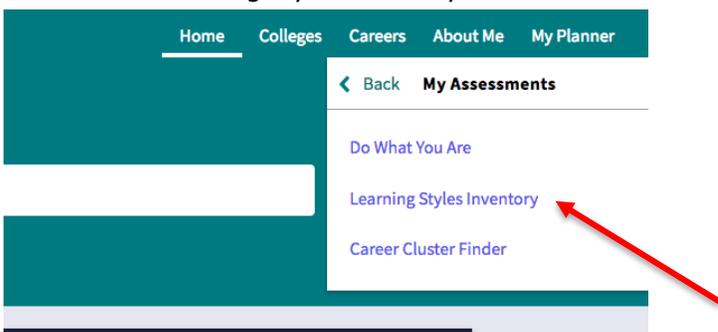
[Take assessment](#)

The results of the assessment will provide you with a four-part personality type. Each of the four parts represents a personality trait that contributes to your overall personality type. The results page has detailed information about your personality type and potential careers and majors for you to consider. You can like the careers suggested add them to your Favorite Career List.

Complete the Learning Styles Inventory Assessment

The Learning Style Inventory assessment allows you to boost academic potential by recognizing your natural learning style, discover better learning strategies, and gain career development skills. The assessment provides you with a report that can be used to increase understanding of your needs at school.

1. Login to Naviance Student
2. Click About Me
3. Click My Assessments
4. Click Learning Styles Inventory



The screenshot shows the top navigation bar with 'Home', 'Colleges', 'Careers', 'About Me', and 'My Planner'. Below it, a dropdown menu is open for 'My Assessments', listing 'Do What You Are', 'Learning Styles Inventory', and 'Career Cluster Finder'. A red arrow points to the 'Learning Styles Inventory' option.

5. Follow the instructions to complete the Assessment.

Learning Styles Inventory



This tool will reveal the ways you learn best and how you can be most productive.

The questions take less than 20 minutes. To get the best results:

- Relax, there are no right or wrong answers
- Think carefully about what truly affects how you learn and work
- Don't be influenced by what others may expect of you

Based on accurate answers, your results will help:

- Make studying easier and more effective
- You be more comfortable and effective in class
- Teachers and counselors understand you better

[Take assessment](#)

The Learning Style Inventory Assessment analyzes 16 different learning preferences.

Immediate environment (sound, light, heat and design)

- Quiet vs. Sound
- Dim Light vs. Bright Light
- Cool Environment vs. Warm Environment
- Informal Design vs. Formal Design

Emotionality (motivation, persistence and structure)

- Low Motivation vs. High Motivation
- Low Persistence vs. High Persistence
- Doesn't Like Structure vs. Wants Structure

Sociological needs (self-oriented, peer-oriented or adult-oriented)

- Prefers Learning Alone vs. Prefers Learning with Peers
- Low Teacher Motivation vs. High Teacher Motivation

Physical needs (perceptual preference(s), food intake, time of day and mobility)

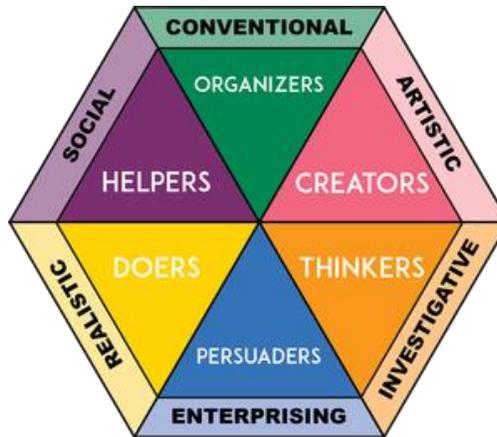
- Low Auditory Learner vs. Prefers Auditory Learning
- Low Visual Learner vs. Prefers Visual Learning
- Low Tactile Learner vs. Prefers Tactile Learning
- Low Kinesthetic Learner vs. Prefers Kinesthetic Learning
- Doesn't Prefer Intake vs. Prefers Intake
- Prefers Evening vs. Prefers Morning
- Doesn't Prefer Mobility vs. Prefers Mobility

What did you learn about your learning style after completing the assessment?

Complete the Career Interest Profiler Assessment

The Career Interest Profiler is an online career interest assessment based on Holland's interest codes. When you complete the Career Interest Profiler, their results will display your top Holland Code matches.

There are six Holland Codes: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional



1. Login to Naviance Student
2. Click About Me
3. Click My Assessments
4. Click Career Interest Profiler
5. Start the Assessment

Career Interest Profiler

STEP 1

Intro

STEP 2

Profile Questions

STEP 3

View Results

Introduction

You are about to begin the Career Interest Profiler, a tool that can help you discover the types of work activities and careers that match your interests. The interest profiler has 180 questions about work activities that people do at their jobs.

When choosing your answers, think about whether you would like or dislike doing a particular work activity if you had a chance to do it. Try not to think about whether you have enough education or training to perform the activity.

This is not a test. There are no right or wrong answers. The more accurately you answer each question, though, the better your results will be. If you need to leave the profiler in the middle and return later, remember to complete all the answers in the page you are on and click the "Next" button. When you return to this section, you will pick up where you left off.

When you are ready to begin, please click the "Start" button below.

START

6. Click View Results

Career Interest Profiler

✓

Intro

STEP 2

Profile Questions

STEP 3

View Results

Congratulations! You've completed the profiler! If you would like to review your answers, now is a good time to do that.

VIEW RESULTS

Review Answers

7. The results will provide the Holland Interest Codes in order based on your like and dislikes.

Your Results

Artistic 22

Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.

Social 19

Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

Investigative 16

Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

Enterprising 11

Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

Conventional 11

Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

Realistic 5

Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

VIEW MATCHING CAREERS

8. Click **View Matching Careers** to research the suggested careers based on the assessment results. You can like careers and add them to your favorites list.

9. The Careers will be organized by level of post secondary preparation needed.

Matching Careers

The careers listed below match your choices from the profiler. The careers are broken out by job zone, from "Little or no preparation" to "Extensive preparation."

Best matches are marked with a .

Medium Preparation

CAREER

Preschool Teachers, Except Special Education



 Favorite

CAREER

Self-Enrichment Education Teachers



 Favorite

Considerable Preparation

CAREER

Training and Development Specialists

 Favorite

CAREER

Child, Family, and School Social Workers

 Favorite

CAREER

Kindergarten Teachers, Except Special Education

 Favorite

CAREER

Elementary School Teachers, Except Special

CAREER

Middle School Teachers, Except Special and

CAREER

Career/Technical Education Teachers, Middle

Extensive Preparation

CAREER

School Psychologists

 Favorite

CAREER

Clinical Psychologists

  Favorite

CAREER

Counseling Psychologists

  Favorite

CAREER

Sociologists

  Favorite

CAREER

Anthropologists

 Favorite

CAREER

Political Scientists

  Favorite

Show more

BACK TO RESULTS

10. Click on the Career Name to learn more about the career.

[Back to Explore Careers and Clusters](#)

CAREER

Clinical Psychologists

 Favorite



Overview
Knowledge and Skills
Tasks and Activities
Wages

Job Description

Diagnose or evaluate mental and emotional disorders of individuals through observation, interview, and psychological tests, and formulate and administer programs of treatment.

Interests - Holland Interest Code ICR

| | | |
|--|--|---|
| <p>Investigative</p> <p>Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.</p> | <p>Social</p> <p>Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.</p> | <p>Artistic</p> <p>Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.</p> |
|--|--|---|

Related Occupations

Area, Ethnic, and Cultural Studies Teachers, Postsecondary

Criminal Justice and Law Enforcement Teachers, Postsecondary

Foreign Language and Literature Teachers, Postsecondary

Health Specialties Teachers, Postsecondary

Home Economics Teachers, Postsecondary

Instructional Coordinators

Naturopathic Physicians

Psychiatrists

Social Work Teachers, Postsecondary

Speech-Language Pathologists