

Workforce Ready Checklist



Some high school students choose to enter the workforce after graduating high school. There are some excellent career possibilities when you make this choice. It is a good idea to research your options and prepare for expenses and decisions you will need to make if this is the path you choose. Bank of North Dakota (BND) wants you to **Be Confident** with your decisions.

Research

Throughout High School

- ☐ Visit **RUReady.nd.gov** to take interest tests and explore careers to assess your personal strengths and passions that may lead to a career.
- ☐ Start to learn about and practice budgeting. Create your free account on **SmartWithMyMoney.nd.gov** to learn about this and much more.

During Junior and Senior Years

- ☐ Visit Job Service ND at **jobsnd.com** and click Job Seeker. Search to find career options and requirements for specific jobs, what they pay and where job opportunities are located. Also review apprenticeship opportunities that do not require prior training.
- ☐ Take the WorkKeys exam to earn the National Career Readiness Certificate.
- ☐ Look into what it will cost to live if you plan to move away from home. Basic expenses you'll need to pay may include rent, cellphone, food, and insurance for health care, automobile and renters.
- ☐ Ask your parents, counselors or friends to introduce you to people in careers you are interested in. Schedule time to visit with them about things that are important to you, like hours in a typical week, pay, stresses, rewards, training and advancement opportunities.



Classes and Grades

- ☐ Concentrate on language arts courses to improve your writing and communication skills. If you have the ability to present yourself well, more doors will open for you.
- ☐ Make sure you have basic computer and math skills.
- ☐ Take as many career and technical education classes as possible.
- ☐ Do your best to get good grades because they are important. You may choose to attend a trade school or college in the future—being prepared for this possibility is essential.

Outside-of-School Activities

- ☐ Create an email account that you can use for job correspondence. The new address should be suitable and reflect professionalism.
- ☐ Participate in student organizations, like National FFA Organization, FCCLA, FBLA and DECA.
- ☐ Seek leadership opportunities like coaching, babysitting or lifeguarding.
- ☐ Start a resume and practice interviewing techniques with peers or family members.
- ☐ Get a job during high school. Ask your manager questions about their career path and what it takes to be successful in that area.
- ☐ Start saving money for an apprenticeship or certificate program if you're going into a field that requires one. Fees, books, supplies and equipment for certain programs are considered qualified expenses under the College SAVE 529 plan. If you don't have a College SAVE 529 account, ask an adult family member to start one.
- ☐ Use social media responsibly. A misguided post could affect your ability to qualify for a job or be accepted into a future professional program.



Point your phone or tablet camera at the QR Code to access more helpful information

