

# Plainfield East High School

## Student Services Department

Helping you prepare for your  
future....



### **Assistant Principal for Student Services**

Mrs. Heather Boswell

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Ms. Maria Navarro  
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**Your Senior Year**  
**Post-Secondary Planning Guide**

*In this guide you will find information on Careers, Colleges, Apprenticeships and Military options.*

## *Some common questions students have...*

### **How do I get organized?**

1. Find a system that works for you to organize each college/career /military branch/apprenticeship you research.
2. Keep copies of test score reports, grades, applications, and essays for your records.
3. Read web sites carefully and thoroughly, paying attention to all details.
4. Know your GPA (Grade Point Average), ACT score, class rank, and graduation date.
5. Pay attention to deadlines.

### **What are colleges looking for in applicants???**

- Grades in college prep courses
- Rigor of curriculum: how tough were the courses you took
- Standardized test scores
- Application essays
- Class rank
- Extracurricular activities, athletics, and summer experiences
- Community service
- Work and entrepreneurial experiences
- Recommendations
- Interview
- Level of interest and potential fit
- Other factors such as: diversity, legacy, or ability to overcome obstacles

### **What do you need to do for a job interview???**

- Dress appropriately, even if the place of potential employment is casual.
- Be on time
- Do your research on the company/job requirements
- Be prepared by bringing copies of your resume and references
- Show enthusiasm by a firm handshake and frequent eye contact
- Listen carefully to all the questions

# Testing Information:

## SAT

If you would like to take the SAT, you will need to sign up through the SAT website:

<http://collegeboard.org> Upcoming test dates are listed below. Costs are listed on the SAT website.

| <b>SAT test date</b> | <b>Registration Deadline</b> | <b>Late Registration (By Mail)</b> | <b>Late Registration (By Phone/Online)</b> |
|----------------------|------------------------------|------------------------------------|--|
| Oct. 6, 2018         | Sept. 7, 2018                | Sept. 18, 2018                     | Sept. 26, 2018                             |
| Nov. 3, 2018         | Oct. 5, 2018                 | Oct. 16, 2018                      | Oct. 24, 2018                              |
| Dec. 1, 2018         | Nov. 2, 2018                 | Nov. 13, 2018                      | Nov. 20, 2018                              |
| Mar. 9, 2019         | Feb. 8, 2019                 | Feb. 19, 2019                      | Feb. 27, 2019                              |
| May 4, 2019          | Apr. 5, 2019                 | Apr. 16, 2019                      | Apr. 24, 2019                              |
| June, 1, 2019        | May 3, 2019                  | May 14, 2019                       | May 22, 2019                               |

## ACT

If you would like to retake the ACT, you will need to sign up through the ACT website:

<http://www.actstudent.org/> . Upcoming test dates are listed below. Costs are listed on the ACT website.

| <b>ACT test date</b> | <b>Registration Deadline</b> | <b>Late Fee Required</b> |
|----------------------|------------------------------|--------------------------|
| Oct. 27, 2018        | Sept. 28, 2018               | Sept. 29-Oct. 14, 2018   |
| Dec. 8, 2018         | Nov. 2, 2018                 | November 3-19, 2018      |
| Feb. 9, 2019         | Jan. 11, 2019                | January 12-18, 2019      |
| April 13, 2019       | Mar. 8, 2019                 | March 9-25, 2019         |
| June 8, 2019         | May 3, 2019                  | May 4-20, 2019           |
| July 13, 2019        | June 14, 2019                | June 15-24, 2019         |

# Ten Interviewing Rules

by Carole Martin

Monster Contributing Writer

In the current job market, you'd better have your act together, or you won't stand a chance against the competition. Check yourself on these ten basic points before you go on that all-important interview.

**1. Look sharp.**

Before the interview, select your outfit. Depending on the industry and position, get out your best duds and check them over for spots and wrinkles. Even if the company has a casual environment, you don't want to look like you slept in your clothes. Above all, dress for confidence. If you feel good, others will respond to you accordingly.

**2. Be on time.**

Never arrive late to an interview. Allow extra time to arrive early in the vicinity, allowing for factors like getting lost. Enter the building 10 to 15 minutes before the interview.

**3. Do your research.**

Researching the company before the interview and learning as much as possible about its services, products, customers and competition will give you an edge in understanding and addressing the company's needs. The more you know about the company and what it stands for, the better chance you have of selling yourself. You also should find out about the company's culture to gain insight into your potential happiness on the job.

**4. Be prepared.**

Bring along a folder containing extra copies of your resume, a copy of your references and paper to take notes. You should also have questions prepared to ask at the end of the interview.

**5. Show enthusiasm.**

A firm handshake and plenty of eye contact demonstrate confidence. Speak distinctly in a confident voice, even though you may feel shaky.

**6. Listen.**

One of the most neglected interviewing skills is listening. Make sure you are not only listening, but also reading between the lines. Sometimes what is not said is just as important as what is said.

**7. Answer the question asked.**

Candidates often don't think about whether or not they actually are answering the questions asked by their interviewers. Make sure you understand what is being asked, and get further clarification if you are unsure.

**8. Give specific examples.**

One specific example of your background is worth 50 vague stories. Prepare your stories before the interview. Give examples that highlight your successes and uniqueness. Your past behavior can indicate your performance.

**9. Ask questions.**

Many interviewees don't ask questions and miss the opportunity to find out valuable information. Your questions indicate your interest in the company or job.

**10. Follow up.**

Whether it is through e-mail or regular mail, the follow-up is one more chance to remind the interviewer of all the valuable traits you bring to the job and company. You do not want to miss this last chance to market yourself.

It is important to appear confident and cool for the interview. One way to do that is to be prepared to the best of your ability. There is no way to predict what an interview holds; but by following these important rules, you will feel less anxious and will be ready to positively present yourself.

# Employment

High school graduates may decide that they want to find full-time employment and start bringing home a regular paycheck. Certain things should be done before beginning the job hunt.

1. **Discover your interests.** Reflect on past part-time jobs, volunteer work and everyday tasks that are enjoyable.
2. **Explore job options.** Find out what types of jobs are available to high school graduates who have little to no training.
3. **Conduct informational interviews.** Sit down and talk to someone who is currently working in a job that might be of interest.
4. **Network.** Ask friends, family and neighbors if they have any connections to help find a job. This may be the best way to find employment, because the majority of jobs are not advertised.

With some of the initial work out of the way, it is time to start getting organized.

1. **Write a resume.** Be sure to stress education, part-time and seasonal jobs, clubs and awards.
2. **Locate job openings.** Use the following resources:
  - Local newspaper
  - Internet
  - Local library
  - Employment centers
  - Family, friends and neighbors.



3. **Apply for a job.** This usually means submitting a cover letter, resume and job application.
4. **Prepare for the interview.** Research the company and job before going on the interview. Also, rehearse some answers to possible interview questions.
5. **Follow-up.** Write a thank you note. This helps remind employers who you are and lets them know that you are still interested in the job.

**Have a five-year plan.** Students who choose employment as their post-high school option should have a five-year plan. This will ensure that they do not get trapped in a dead-end job. These students should also realize that they could go back to school anytime, even if it's only to take a course or two. High school counselors enjoy seeing former students and will be happy to provide information on educational opportunities.

# Apprenticeships

An apprentice is an individual who learns a craft through classroom instruction and on-the-job training. Classes are taught by men and women who are skilled in that trade while on-the-job training is overseen by construction employers.

Apprenticeships are continuing education. They last three to five years, depending upon the trade, and include regular classroom training as well as on-the-job experience. Some apprentice programs provide an Associate Degree from a community college upon achieving journeyman status.

## How do I get started?

1. Select the building trade program that you are interested in and would like to apply for. **If you already know which program you are interested in, please proceed to Step 2.** Building trade schools are more commonly referred to as “building trade apprenticeship programs.”
2. Determine if the building trade program is accepting applications at this time.

## Resources:

[www.cisco.org](http://www.cisco.org) (provides information about trades currently accepting applications)

[www.ilworkinfo.com](http://www.ilworkinfo.com)

[www.ironworker.org](http://www.ironworker.org)

[www.ibewlocal176.org](http://www.ibewlocal176.org)

[www.chicagoroofers.org](http://www.chicagoroofers.org)

[www.carpentersunion.org](http://www.carpentersunion.org)

[www.asiplocal150.org](http://www.asiplocal150.org)



**For more information, visit the College Career Center – Room 107.**

# MILITARY CONTACTS 2018-2019

|  |                                   |  |
|--|-----------------------------------|--|
|  <p><b>U.S. AIR FORCE</b></p> | <p><b>Air Force</b></p>           | <p><b>Staff Sergeant Tyler Woolverton</b><br/>         1701 N. Larkin Ave., Suite 205<br/>         Crest Hill, IL 60435<br/>         tyler.woolverton@us.af.mil<br/>         Office (815) 730-9130<br/>         Cell (815) 312-7712</p>  |
|                               | <p><b>Air National Guard</b></p>  | <p><b>SSgt. Rachael Blasko</b><br/>         2416 S. Falcon Blvd.<br/>         Peoria, IL. 6<br/> <a href="mailto:rachael.l.nyilasblasko.mil@mail.mil">rachael.l.nyilasblasko.mil@mail.mil</a><br/>         Phone: (309)633-5544<br/>         Cell: 309-253-4864<br/>         Fax: (309)633-556</p>   |
|                               | <p><b>Army</b></p>                | <p><b>Staff Sergeant Jerome J. Gisclair</b><br/>         1701 N. Larkin Ave., Suite 203<br/>         Crest Hill, IL 60403<br/> <a href="mailto:Jerome.j.gisclair.mil@mail.mil">Jerome.j.gisclair.mil@mail.mil</a><br/>         goarmy.com<br/>         1 (800) USA-AMY<br/>         Office (815) 730-9003<br/>         Cell (847) 903-6369</p> |
|                              | <p><b>Army National Guard</b></p> | <p><b>Staff Sgt. Dennis Medina</b><br/>         2900 W. Jefferson Street<br/>         Joliet, IL 60435<br/> <a href="mailto:Dennis.Medina6.mil@mail.mil">Dennis.Medina6.mil@mail.mil</a><br/>         Nationalguard.com<br/>         (800)-GO-GUARD<br/>         Office (815)725-1365<br/>         Cell (815) 218-7436</p>                     |
|                             | <p><b>Marines</b></p>             | <p><b>Sgt. Harry Karp</b><br/>         106 W. Boughton Road<br/>         Bolingbrook, IL 60440<br/> <a href="mailto:harry.karp@marines.usmc.mil">harry.karp@marines.usmc.mil</a><br/>         Marines.com<br/>         Office (815) 254-6598<br/>         Cell (815) 955-5528</p>  |
|                             | <p><b>Navy</b></p>                | <p><b>Petty Officer Britney Wermer</b><br/> <a href="mailto:Britney.wermer@navy.mil">Britney.wermer@navy.mil</a><br/>         (414) 308-6285</p>   |
|                             | <p><b>U.S. Coast Guard</b></p>    | <p><b>MK1 Derek Schultz</b><br/>         5523 North Cumberland Ave.<br/>         Suite 1201<br/>         Chicago, Il 60656<br/>         Derek.S.Schultz@uscg.mil<br/>         GoCoastGuard.com<br/>         Office: (773) 775-2451 x 205<br/>         Fax: (773) 775-6030</p>  |

# The College Application Process

## 1. College Applications

Completing a college application is the initial step to applying for a college or university. A majority of colleges and universities request that you complete their college application online; the college/university's application can be found on the specific school's website. Paper applications are discouraged.

Information requested on a college application include: your personal information, academic and career interests, questions concerning your extracurricular activities, work experiences and future plans. Remember, it is very important to be honest, thorough and concise on your application. Application fees range from \$20 to \$50.

## 2. Essays/Personal Statements

Some colleges/universities will ask you to write a personal statement or essay which they will read for content, organization, ability to answer questions, grammar and spelling. The essay/personal statement is an important piece to the application process, so be sure to do your best work.

## 3. Letters of Recommendation

Many colleges/universities require letters of recommendation from your teachers and counselors. Request your teacher/counselor letter through Naviance at least two weeks before you need the letter. Please complete the letter of recommendation resume/survey in Naviance then ask your teacher/counselor to write the letter in person or through email before you make the request through Naviance.

## 4. Transcripts

Colleges and universities will request a copy of your "official transcript" from your current high school. You will need to request transcripts through Naviance.

## 5. Final Touches

Review your online application before submitting it. Once you have followed the instructions on the application and have completed the application process, you need to wait to hear from the college/university if you have been accepted or not.

## 6. Housing

Once you have been accepted, be sure to reserve your on-campus housing as soon as possible. The earlier you reserve your housing, the better opportunity you have of getting your choice of living arrangements on campus.

## 7. Athletics

To be eligible to participate in college level athletics, you will need to be sure you have met the academic requirements established by the NCAA (National Collegiate Athletic Association). You will need to register on the NCAA Clearinghouse website at [www.eligibilitycenter.org](http://www.eligibilitycenter.org). For more information on your eligibility for college level athletics, please contact the NCAA.



# College Application Timeline

## Step 1:

Get ready to start applying in September!

- Complete the “Student Resume Form” and submit to Counselor.
- Apply to 3-5 colleges between now and May (watch deadlines!).

## Step 2:

Letters of Recommendation and Counselor Forms

- Request **Teacher (Not Counselor)** Letters of Recommendation through Naviance at least 2 to 3 weeks before you need them to be completed (*only if the college requires them!*).
  - Please ask teachers/counselors to write letters, and please complete the Letter of Recommendation Survey in Naviance.
- School reports, counselor forms and verification forms all require 2 to 3 weeks to complete.

## Step 3:

Submit application to the College  
THEN send your Transcript

- Submit your application – through college website or electronic sites such as Common Applications or SENDedu.
- All transcript requests will be made through Naviance.
- All counselor forms, recommendations, etc., will be sent through Naviance by counselor.

## Step 4:

Send Test Scores

- Send official ACT scores through [www.actstudent.org](http://www.actstudent.org).
- If applicable, send SAT, PSAT and/or AP Test scores through [www.collegeboard.org](http://www.collegeboard.org).

## Step 5:

Scholarships  
Winter/Spring  
Senior Year

- Local scholarships available to seniors will be posted on Naviance.
- Use suggested websites (such as FastWeb, Scholarships.com, as well as the specific schools to which you are applying ) to search for scholarships.
- Contact the schools you plan to attend for their on-site scholarship opportunities.
- Request transcripts and letters of recommendation for scholarships following Step 2 and Step 3 above.

## Step 6:

Financial Aid

- Create FAFSA ID prior to October 1<sup>st</sup>.
- Complete the FAFSA (Free Application for Federal Student Aid) as soon as taxes are done at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (After October 1 of first year applying to school).

## Step 7:

Final Transcripts

- Select your college by May 1 (send in your housing deposit by May 1, if applicable).
- In May, before graduation, do the senior survey to request your final transcript.
- We will automatically send a final transcript once grades are posted in June.

# Net Price Calculators

The Net Price Calculator is a tool that students can use to estimate their “net price” to attend a particular college or university.

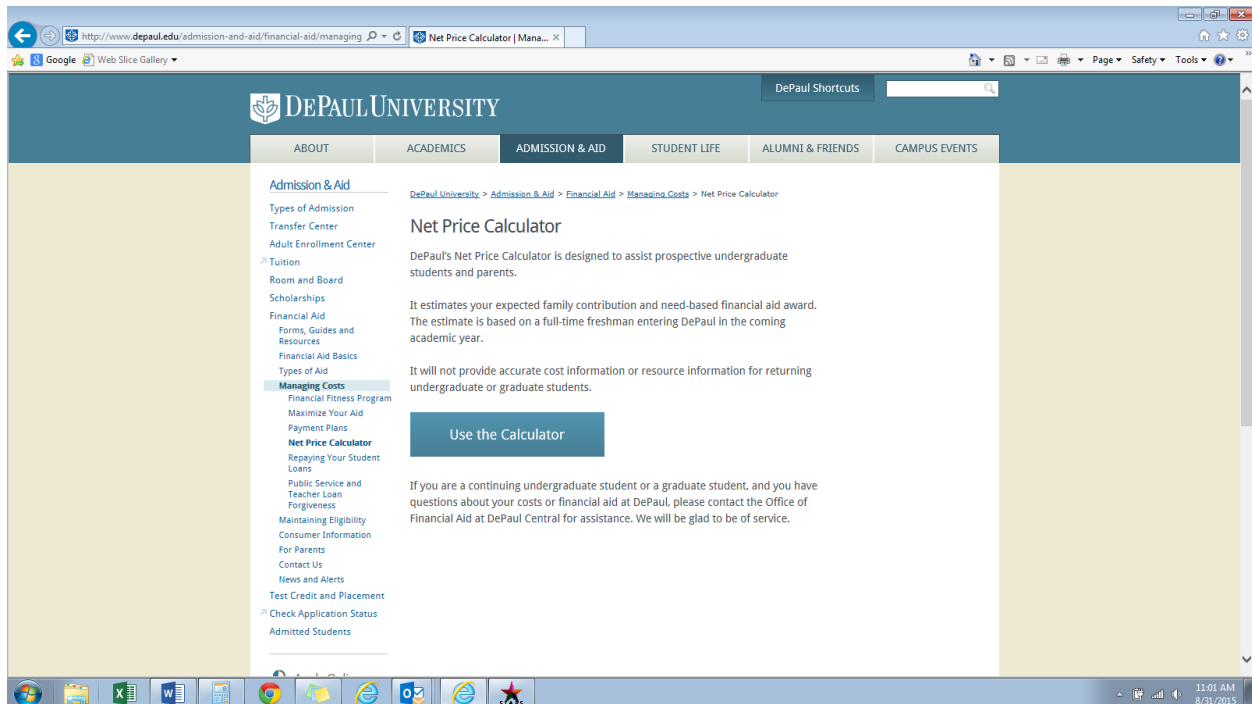
Net price is the difference between the “sticker” price (full cost) to attend a specific college, minus any grants and scholarships for which students may be eligible. Sticker price includes direct charges (tuition and fees, room and board) and indirect costs (books and supplies, transportation, and personal expenses).

Net Price Calculators can be found on the individual school’s website (such as the example below) OR through the two websites listed below.

[www.collegeboard.com](http://www.collegeboard.com)

<http://collegecost.ed.gov/netpricecenter.aspx>

Example of getting started on DePaul’s net Price Calculator:



# Financial Aid Timeline for Senior Year

|                        |   |
|------------------------|---|
| August to December     | Admission applications and college visits                     |
| By October 1           | Create FSA IDs  |
| Beginning October 1    | Submit FAFSA  |
| November through March | Receive and review award letters                              |
| May 1                  | Submit deposits and accept financial aid                      |
| May through August     | Register for classes, finalize payment arrangements, move-in! |

# Scholarships

The majority of the scholarships PEHS receives are for senior students only. However, it is never too early to begin your research of the hundreds of scholarships available to college-bound students online. Please be aware that some scholarships found online could be a hoax, especially if they sound too good to be true!

## **Reliable Scholarship Websites:**

- [www.fastweb.com](http://www.fastweb.com)
- [www.scholarships.com](http://www.scholarships.com)
- [www.schoolsoup.com](http://www.schoolsoup.com)
- [www.scholarshipexperts.com](http://www.scholarshipexperts.com)

Every month, Student Services will update Naviance with scholarships available to all senior students. In Naviance, the available local and community-based scholarships and their application requirements will be listed. Allow plenty of time to complete these applications. Each may require extensive paperwork, essays and recommendations. Be sure to visit or contact your university or college of choice for their own scholarship options!

## **College Career Center (The CCC)**

Located in room 107, the PEHS CCC has a variety of resources available to all students. The CCC is open during all lunch periods with a Counselor on-hand to help you. They include the following:

- College Materials
- Financial Aid & Scholarships
- College Visits
- Military Information
- Career & Technical Information
- Apprenticeship Information
- Naviance
- Resume Assistance
- Internet Resources
- Testing Information (ACT, PSAT, SAT, COMPASS)

# Community Colleges

**Associate Degree:** Two-year program.

**Transfer:** Students who want to begin at a community college and complete a bachelor's degree at a four-year college or university.

**Career-Oriented Program:** Certificate or associate degree – for students who are primarily interested in finding employment after six months to two years of post-secondary education.

**Non-Credit Courses:** Courses that are not part of a regular academic program, but are often referred to as “lifelong learning courses”.

*Reminder:* Students may have to pay out-of-district tuition if attending a community college outside of their county's residence zone.

**Joliet Junior College**  
**1215 Houbolt Road, Joliet, IL 60431**  
**815-729-9020 [www.jjc.edu](http://www.jjc.edu)**

College of DuPage  
425 Fawell Blvd., Glen Ellyn, IL 30137  
630-942-2800 [www.cod.edu](http://www.cod.edu)

Parkland College (U of I)  
2400 West Bradley Ave., Champaign, IL 61821  
217-351-2200 [www.parkland.edu](http://www.parkland.edu)

Harper College  
1200 W. Algonquin Rd., Palatine, IL 60067  
847-925-6000 [www.harpercollege.edu](http://www.harpercollege.edu)

Shawnee Community College (SIU)  
8364 Shawnee College Road, Ullin, IL 62992  
618-634-3200 [www.shawneecc.edu](http://www.shawneecc.edu)

Heartland Community College (ISU)  
1500 W. Raab Road, Normal, IL 61761  
309-268-8000 [www.heartland.edu](http://www.heartland.edu)

Southwestern Community College (SIUE)  
2500 Carlyle Road, Bellville, IL 62221  
618-235-2700 [www.swic.edu](http://www.swic.edu)

Kishwaukee College (NIU)  
21193 Malta Road, Malta, IL 60150  
815-825-2086 [www.kishwaukeecollege.edu](http://www.kishwaukeecollege.edu)

Spoon River Community College (WIU)  
23235 North County 22, Canton, IL 61520  
309-647-4645 [www.spoonrivercollege.net](http://www.spoonrivercollege.net)

Lake Land College (EIU)  
5001 Lake Land Blvd., Mattoon, IL 61938  
217-234-5253 [www.lakelandcollege.edu](http://www.lakelandcollege.edu)

Triton College  
2000 5<sup>th</sup> Avenue, River Grove, IL 60171  
708-456-0300 [www.triton.edu](http://www.triton.edu)

Lewis & Clark Community College (SIUE)  
5800 Godfrey Road, Godfrey, IL 62035  
618-466-7000 [www.lc.edu](http://www.lc.edu)

Waubonsee Community College  
Rt. 47 at Waubonsee Dr., Sugar Grove, IL 60554  
630-446-7900 [www.wcc.cc.il.us](http://www.wcc.cc.il.us)

Lincoln College (ISU)  
300 Keokuk Street, Lincoln, IL 62656  
217-732-3155 [www.lincolncollege.edu](http://www.lincolncollege.edu)

Moraine Valley Community College  
10900 S. 88<sup>th</sup> Ave., Palos Hills, IL 60565  
708-974-4300 [www.moraine.cc.il.us](http://www.moraine.cc.il.us)

# Useful Websites

## *PEHS Student Services Website:*

<http://pehs.psd202.org/page/student-services>

### *Career Information:*

[www.BLS.gov/OCO](http://www.BLS.gov/OCO)

(Department of Labor and Statistics)

[naviance.com](http://naviance.com)

(Username = ID#; Password was edited by student)

[www.cisco.org](http://www.cisco.org)

(Construction Industry Service Corporation - Links to various trades here)

[www.ilworkinfo.com](http://www.ilworkinfo.com)

(Illinois Dept. of Employment Security)

### *College Information:*

[www.collegedata.com](http://www.collegedata.com)

[naviance.com](http://naviance.com)

(Each student is assigned email = ID# and password)

### *ACT Information:*

[www.actstudent.org](http://www.actstudent.org)

(Official ACT website)

### *SAT Information:*

[www.collegeboard.org](http://www.collegeboard.org)

(Official SAT website)

### *Athletic Information:*

[www.eligibilitycenter.org](http://www.eligibilitycenter.org)

(NCAA eligibility website)

### *Financial Aid Information:*

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

(Official Government Financial Aide website)

### *Scholarship Information:*

[naviance.com](http://naviance.com)

(Username = ID#; Password was edited by student)

[www.fastweb.com](http://www.fastweb.com)

[www.scholarships.com](http://www.scholarships.com)

[www.schoolsoup.com](http://www.schoolsoup.com)

[www.scholarshipexperts.com](http://www.scholarshipexperts.com)

### *Military Information:*

[www.military.com](http://www.military.com) (general)

[www.army.mil](http://www.army.mil) (Army)

[www.navy.mil](http://www.navy.mil) (Navy)

[www.af.mil](http://www.af.mil) (Air force)

[www.marines.mil](http://www.marines.mil) (Marines)

[www.uscg.mil](http://www.uscg.mil) (United States Coast Guard)

[www.nationalguard.com](http://www.nationalguard.com) (National Guard)