



Geneva High School Career Services

Shari Klatt

Counseling and Advising Department Chair

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Career Counselor

What is the Career Center?

Career Center Services

Individual Consultation

Any student can make an appointment by stopping by the C&A office or by making an appointment with Ms. Kafka

Career Exploration

Connect your interests with your career pathway!
Get assistance with career inventories, personality testing, career information, and Naviance tools

Job Opportunities

Looking for a part-time job, summer work, volunteer opportunities, or a job after graduation check out postings on the Career Center Website or set up a meeting

Resume & Cover Letters

Assistance creating and reviewing resume and cover letters

Mock Interviewing

Practice and prepare for a job interview! Learn how to prep, answer interview questions, and receive feedback

LinkedIn and Social Media

Create a professional LinkedIn Profile or make your social media accounts more professional

Job Shadow

Learn more about a career you are interested in and experience a typical work day in that field for one day

Senior Internship

Semester long 0.5 credit class for seniors to gain experience at a worksite that matches their career interest of choice

Career Fairs and Speakers

There will be career fair opportunities and speakers who discuss a diverse range of professions and their experiences

Field Trips

Keep an eye out for field trip opportunities to explore various industries, careers, and jobs

Ms. Kafka, KKafka@geneva304.org

Fall Semester Sophomore PLC

- ❑ Mandatory Sophomore PLC: Introduction to Naviance, College Career Readiness Planning Tool and Career Exploration
 - Complete Interest Inventory to identify top 3 Career Clusters
 - Save results in Naviance "Careers I'm thinking About"



Career Café Event

- ❑ The Career Café is an annual spring event where professionals from a wide variety of industries share their career journeys with students.
- ❑ Guest speakers provide a 5-10 minute talk about their field, followed by a short Q&A, giving students the chance to learn directly from real-world experiences and their authentic stories and enthusiasm.
- ❑ This event helps inspire and guide the next generation as they explore future career paths in industries they are interested in.

Senior Career Internship Program

- ❑ The Senior Career Exploration Internship is designed for the focused senior who is capable of dedicating two periods to an internship.
- ❑ The semester long program provides students with a chance for hands-on career exploration and experience.
- ❑ In addition to 60-65 (2-3 per week) on-site hours, students will be required to complete weekly journals, career / work readiness assignments and a final portfolio.

Senior Internship

Valerie McDonald

Kane County States
Attorney's Office

