



## How to Complete the Self-Evaluation, Parent Questionnaire Resume & Game Plan

Please follow the listed steps to complete each component:

### Student Self-Evaluation

- Log on to your Family Connection account- [www.connection.naviance.com/johnson](http://www.connection.naviance.com/johnson).
- Click on the “**About Me**” tab.
- Click on “**Self-Evaluation**” – under “surveys to take” on the left side of the screen.
- Answer all eight questions about yourself. The answers you provide will help to guide the discussion you have with your counselor about your college letter of recommendation.
- Finish all questions and click “**Update**” located at the bottom of the page.

### Parent Questionnaire- For Your Parents to Fill Out

- Log on to your Family Connection account- [www.connection.naviance.com/johnson](http://www.connection.naviance.com/johnson)
- Click on the “**About Me**” tab.
- Click “**Parent Questionnaire**”- Under “surveys to take” on the left side of the screen. Information provided by your parents gives your counselor a unique perspective of who you are outside of school – something that you would never think of writing. It makes the recommendation a little more personal.
- Parents – Please answer all 5 questions.
- Click “**Submit Answers**” located at the bottom of the page.

### Resume

- Log on to your Family Connection account- [www.connection.naviance.com/johnson](http://www.connection.naviance.com/johnson)
- Click on the “**About Me**” tab.
- Click on “**Resume**” under the heading “Interesting Things About Me”.
- Fill in information about you for each section, using the drop-down menu titled “Add a New Entry”. Use the “Tips” window to the right to assist you in creating your resume. Building a resume will help you and your counselor keep track of your achievements, awards, and activities.

### Game Plan

- Log on to your Family Connection account- [www.connection.naviance.com/johnson](http://www.connection.naviance.com/johnson)
- Click on the “**About Me**” tab.
- Click on “**Game Plan**” under the heading “Interesting Things About Me”.
- Complete the survey using the drop-down window to select your response. “Game Plan” is a series of questions that are designed to help your counselor work with you to develop a plan for achieving your goals after graduation.
- After you have answered all of the questions, click “Save and I Am Finished”.