

# Career Plan Worksheet

In order to make an informed career decision; it is helpful to go through the following process, which includes four steps:

## 1. DEVELOP SELF-AWARENESS AND UNDERSTANDING

This step involves a thorough investigation of one's beliefs, interests, values, feelings, abilities, needs, ambitions, successes, life style, etc. Questions to consider include:

1. What type of activities and tasks do I enjoy?
2. What are my values and how do they match certain work environments?
3. What type of personality and unique characteristics do I have?
4. What are my special talents and skills?
5. In what areas of study have I done well?
6. What type of work environment best suits me?
7. What type of worker am I?

## 2. ACQUIRE KNOWLEDGE OF FIELDS OF STUDY AND CAREERS

This step involves extensive investigation and research of the world of work. Questions to consider include:

1. How do I find out what kinds of career paths exist for various majors?
2. What qualifications (grades, degree, special skills) must one have to pursue a particular position?
3. What kind of traits and characteristics must one have to succeed in a particular field?
4. What kind of work conditions, salary and benefits do various careers provide?
5. What continuing education or training might be necessary in my chosen field(s)?

Information on the world of work can be gathered through informational interviews, job shadowing, on-site visitations, viewing of media presentations regarding careers and the research of career literature, both hard copy and internet-based.

## 3. SYNTHESIZE INFORMATION AND MAKE CHOICES

This step involves the synthesizing of all accumulated information regarding one's self and the world of work to determine good fits. Questions to consider include:

1. How can I be sure this choice is best for me?
2. Am I really capable of being successful in this area?
3. Am I suited for the types of opportunities that exist in this area?
4. Do my interests, skills and values match the characteristics of this field?
5. What careers are going to provide for my needs best, and what potential do I have in those fields?

## 4. DEVELOP AN EFFECTIVE PLAN FOR ACHIEVING ONE'S GOALS

This step involves the development of a plan or strategy for achieving desired career goals and an awareness of options.

Questions to consider include:

1. Have I tested out career choices through part-time work, internships, Co-op, or job shadowing?
2. Have I researched information about organizations which have positions related to my career choice?
3. Has my search included organizations representing values important to me?
4. Have I used family, friends, and faculty as networking resources?
5. Have I set goals to develop my skills in resume writing, interviewing, cover letter writing, networking and job search skills?