

CAREER LIFE PLANNING

...is a continuous lifelong process of identifying and reappraising your options in regard to the changing job market and your personal needs as you experience life's transitions.

<p>1. SELF ASSESSMENT Gather information about yourself</p> <p>Identify:</p> <ul style="list-style-type: none"> • Skills • Interests • Values • Achievements • Employability Skills • Transferable Skills • Knowledge • Lifestyle • Preferences <p>Source:</p> <ul style="list-style-type: none"> Course Guidance 30 Career Self Assessment Career Interest Inventory Personality Assessment Computerized Inventories Self Scoring Inventories 	<p>2. EXPLORE OCCUPATIONS Gather Information about the world of work</p> <p>Identify:</p> <ul style="list-style-type: none"> • Career Options • Written Resources • Fields of Interest • Career Contacts • Requirements • Employment Outlook • Related Occupations <p>Source:</p> <ul style="list-style-type: none"> Course Guidance 31 Guidance 32 Computerized Career Data Career Resource Library Video Reference Library Internet Access
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DECISION-MAKING PROCESS	SET GOALS	SOURCE
<ul style="list-style-type: none"> • Define the issue • Gather relevant information • Generate alternatives • Consider consequences • Make a decision • Implement the decision • Assess and evaluate the decision 	<ul style="list-style-type: none"> Set realistic goals Specific and measurable Motivated Good job fit Compatible with values Set timeline 	<ul style="list-style-type: none"> Course Guidance 8 Interpersonal Growth Computerized Information National & State College Database Scholarship Search Database Written Resources College Catalogs Vocational Education Programs Linking Majors & Job Titles

<p>3. EXPERIENCE WORK-BASED LEARNING OPPORTUNITIES Gain hands-on work experience</p> <p>Identify:</p> <ul style="list-style-type: none"> • Practical Job Skills • Transferable Skills • Relationship of Classes to Career Choice • Work Experience • Job Objective <p>SOURCE:</p> <ul style="list-style-type: none"> Course Guidance 32 Information Internet Research Employment Resource Library Job Listings Company Files Work Experience Video Reference Library 	<p>4. PLAN JOB SEARCH CAMPAIGN Take steps towards a successful job hunt</p> <p>Identify:</p> <ul style="list-style-type: none"> • Employers • Specific Job Titles • Resume Formats • Career Paths • Investigate the Hidden Job Market • Interviewing Techniques <p>SOURCE:</p> <ul style="list-style-type: none"> Course- Guidance 33 Job Seeking Skills Internet Access Computerized Job Search Information Company files Job Listing Employment Resource Library Video Reference Library
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CAREER TRANSFER CENTER
GOING BEYOND

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