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.

1. SELF ASSESSMENT
   Gather information about yourself

   Identify:
   - Skills
   - Interests
   - Values
   - Achievements
   - Employability Skills
   - Transferable Skills
   - Knowledge
   - Lifestyle
   - Preferences

   Source:
   - Course – Guidance 30
     Career Interest Inventories
   - Personality Assessment
     Computerized Inventories
   - Self Scoring Inventories

2. EXPLORE OCCUPATIONS
   Gather information about the world of work

   Identify:
   - Career Options
   - Written Resources
   - Fields of Interest
   - Career Contacts
   - Requirements
   - Employment Outlook
   - Related Occupations

   Source:
   - Course – Guidance 31, 32
     Career Exploration
     Computerized Career Databases
     Career Resource Library
     Video Reference Library
     Internet Access

3. EXPERIENCE WORK-BASED LEARNING OPPORTUNITIES
   Gain hands-on work experience

   Identify:
   - Practical Job Skills
   - Transferable Skills
   - Relationship of Classes to Career Choice
   - Work Experience
   - Job Objective

   Source:
   - Course – Guidance 32
     Internet Research
     Employment Resource Library
     Job Listings
     Work Experience
     Video Reference Library

DECISION-MAKING PROCESS

   - Define the issue
   - Gather relevant information
   - Generate alternatives
   - Consider consequences
   - Make a decision
   - Implement the decision
   - Assess and evaluate the decision

SET GOALS

   - Set realistic goals
   - Specific and measurable
   - Motivated
   - Good job fit
   - Compatible with values
   - Set timeline

SOURCE

   - Course – Guidance 12
     Computerized Information
     National & State College Databases
     Scholarship Search Databases
     Written Resources
     College Catalogs
     Vocational Education Programs
     Linking Majors & Job Titles

4. PLAN JOB SEARCH CAMPAIGN
   Take steps towards a successful job hunt

   Identify:
   - Employers
   - Specific Job Titles
   - Resume Formats
   - Career Paths
   - Investigate the Hidden Job Market
   - Interviewing Techniques

   Source:
   - Course – Guidance 33
     Job Seeking Skills
     Internet Access
     Computerized Job Search
     Information Company Files
     Job Listings
     Employment Resource Library
     Video Reference Library

Consult a student programs specialist to participate in any of the above steps through Guidance 10E, Extended Activities.

Next Step: Attend a one hour Career Development Center Orientation.