

## **PHASE III – MODULE 4: CAREER DEVELOPMENT**

### **CAREER ACTION PLAN WORKSHEET**

#### **INSTRUCTIONS FOR COMPLETING THE CAREER ACTION PLAN WORKSHEET**

Complete each section of the worksheet as described. Please note that some sections require the use of outside resources – past employment or involvement experiences, personality or other self-assessment results, etc. Read through the entire worksheet and then gather the additional information you need to complete it. Once completed, review your career action plan twice a year, assessing your progress and updating as necessary.

#### **EMPLOYMENT HISTORY / EDUCATIONAL BACKGROUND**

This part is straightforward. List any jobs you've had in reverse chronological order -- most recent to least recent. Include the location of the company, your job title and the dates you worked at that job. When you put together your resume, having organized this information will prove very helpful. That goes for the next part as well -- Education and Training. List the schools you've attended, the dates you've attended them, and the credits, certificates, or degrees you've earned. Also list additional training and any professional licenses you hold. Next, list volunteer or other unpaid experience. You may find that several of these activities are relevant to your occupational goals. By volunteering you may have developed skills that will play an important role in your future career. Again, this information can be used on your resume. It can also be used in job interviews or when applying to college or graduate school.

#### **EMPLOYMENT HISTORY (LIST YOUR JOBS FROM MOST TO LEAST RECENT)**

NAME OF EMPLOYER #1:

LOCATION:

TITLE/POSITION:

DATES EMPLOYED:

NAME OF EMPLOYER #2:

LOCATION:

TITLE/POSITION:

DATES EMPLOYED:

NAME OF EMPLOYER #3:

LOCATION:

TITLE/POSITION:

DATES EMPLOYED:

## **EDUCATION & TRAINING**

The highest grade-level I've completed is:

Beginning with high school, here are the schools I've attended, their locations, when I attended, and the credits, certificates, and degrees I've earned...

NAME OF SCHOOL #1:

LOCATION:

DATES ATTENDED:

CREDITS/CERTIFICATES/DEGREES:

NAME OF SCHOOL #2:

LOCATION:

DATES ATTENDED:

CREDITS/CERTIFICATES/DEGREES:

NAME OF SCHOOL #3:

LOCATION:

DATES ATTENDED:

CREDITS/CERTIFICATES/DEGREES:

NAME OF SCHOOL #4:

LOCATION:

DATES ATTENDED:

CREDITS/CERTIFICATES/DEGREES:

ADDITIONAL TRAINING (indicate name of institution, dates, degrees, or certificates earned)

PROFESSIONAL LICENSES:

## **VOLUNTEER AND OTHER UNPAID EXPERIENCE**

NAME OF ORGANIZATION #1:

ACTIVITIES AND RESPONSIBILITIES:

NAME OF ORGANIZATION #2:

ACTIVITIES AND RESPONSIBILITIES:

NAME OF ORGANIZATION #3:

ACTIVITIES AND RESPONSIBILITIES:

## **SELF-ASSESSMENT RESULTS**

If during the career planning process, you met with a career development professional that used self-assessment tools to help you gather information about yourself, this is where you can write down the results of those assessments. You can then list the occupations that were suggested to you during that phase. You may even want to attach the information you gathered when you explored those occupations in case you want to refer to your notes later.

Out of all the occupations you explored, at some point in the process you narrowed your choices down to one occupation. That is the one you plan to pursue. You may even have two occupations – one to pursue in the short-term and one to pursue in the long-term. They should be related, the second being one that is a step up from the first. For example, you can say you want to first become a nurse's aide, and then after you get some experience you will pursue a career as a registered nurse.

### **SELF-ASSESSMENT RESULTS**

The following codes are the results of any interest inventories, personality type indicators, or other self-assessment tools I've used.

SELF-ASSESSMENT TOOL USED:

CODE:

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CODE:

The following were indicated as occupations which I might be suitable for based on the results of my self-assessment:

## **BEST OCCUPATIONAL MATCHES**

After exploring the occupations suggested by my self-assessment, I've concluded that I'd like to become a:

### **SHORT-TERM AND LONG-TERM CAREER PLAN / OCCUPATIONAL GOALS**

You should break your career plan down into goals you can reach in a year or less and goals you want to reach in five years or less. You can use increments of one or two years in this five-year plan as well. This breakdown will make your plan easier for you to follow.

There's also a place to include your goals for education and training. Your occupational goals and your educational goals should correspond to one another, since reaching your occupational goals will usually be dependent upon reaching your educational goals.

If your long-term occupational goal is to be a lawyer, here's what your short- and long-term plans might look like:

- Year One: Complete my bachelor's degree (12 credits left to go), apply to law school, get accepted to law school (a positive attitude is a good thing)
- Year Two through Year Four: Enter law school, study hard and earn good grades, graduate from law school with many job offers
- Year Five: Begin working in a law firm

#### **SHORT-TERM CAREER PLAN (ONE MONTH TO ONE YEAR)**

**OCCUPATIONAL GOALS:** Within the next year, this is what I'd like to accomplish as far as my career is concerned:

**EDUCATION/TRAINING GOALS:** This is what I'd like to have completed as far as education and training are concerned (e.g. taking a six-month course, applying to graduate school):

#### **LONG-TERM CAREER PLAN (ONE YEAR TO FIVE YEARS)**

**OCCUPATIONAL GOALS:** Within the next five years, this is what I'd like to accomplish as far as my career is concerned:

**EDUCATION/TRAINING GOALS:** Within the next five years this is the education/training I want to have completed (e.g. complete college or graduate school; become certified in my chosen field):

## **BARRIERS TO REACHING GOALS**

As you try to reach your goals you may face some barriers. If you want to pursue your goals, you will have to get around these barriers. In this section of your action plan you can list all the obstacles, or barriers, that may get in the way of being able to reach your goals. Then list the ways you can deal with them. For example, you may be the primary caregiver for your children or elderly parents. This may interfere with your ability to complete your degree. You can deal with this barrier by enlisting the help of your spouse or another relative. Perhaps you can arrange for child or adult daycare.

### **BARRIERS TO MEETING MY GOALS**

The following barriers may make it difficult for me to reach my goals (e.g. student loan debt, young children, elderly parents, a disability):

Here's how I'll deal with those barriers, so I can reach my goals (e.g. loan repayment plan, childcare, eldercare):

## **YOU'RE ON YOUR WAY**

A well-thought-out career action plan will prove to be a very useful tool. You've gone through the career planning process carefully choosing a suitable occupation. Setting goals and planning what you need to do to realize them will assure that you reach your career destination.