

## Career Planning Process

Self-Assessment	Career Exploration	Decision-Making	Take Action
<p>Information gathering about yourself to make an informed career decision.</p>	<p>A method to gain an inside perspective of your desired career.</p>	<p>Make a definitive career decision based on the results of your career assessment and career exploration.</p>	<p>Create a plan of action to achieve your career goal.</p>
<ul style="list-style-type: none"> <li>• <b>Interests:</b> What do you enjoy doing?</li> <li>• <b>Values:</b> What's important to you?</li> <li>• <b>Skills/Aptitudes:</b> Your gifts or talents, such as writing, budgeting, teaching</li> <li>• <b>Preferred Environments:</b> Face- or slow-paced</li> <li>• <b>Developmental Needs:</b> What skills need development to achieve my career goal</li> <li>• <b>Your realities:</b> Family dynamics, educational attainment, support system</li> </ul>	<ul style="list-style-type: none"> <li>• List the careers you want to explore based on your career assessment results.</li> <li>• Research the business industries where your career interests are prevalent (e.g., customer-service career in the finance or insurance industry). View the Occupational Handbook at <a href="http://www.bls.gov">www.bls.gov</a> or the Book of List at <a href="http://www.bizjournals.com">www.bizjournals.com</a></li> <li>• Review the required skills, training, and education for your prospective career and determine if there's a 100% match. If there isn't a match, create a Career Gap Analysis sheet to determine the skills, training, and education you will need to secure, transition, or advance to the desired career.</li> <li>• Define your career exploration strategy (e.g., informational interviews, job shadowing, volunteerism, or internships)</li> </ul>	<ul style="list-style-type: none"> <li>• Based on your career assessment and exploration, define your career niche and career goal (e.g., secure a customer-service career with a nonprofit organization that serve at-risk youth).</li> <li>• Define steps to achieve your career goal (e.g., take training courses, secure an industry certificate, acquire a career mentor, or secure an undergraduate or advanced degree).</li> <li>• Define your timeline to achieve your career goal.</li> <li>• Decide if you will need to pursue "stepping stone career" as a milestone to achieve your ultimate career.</li> <li>• Decide and weigh the dynamics that will contribute to your career decision (e.g., family, transportation, work environment, etc.)</li> <li>• Identify the tools and resources you will need to achieve your career goal.</li> </ul>	<ul style="list-style-type: none"> <li>• Create your star profile (i.e., resume, accomplishment sheets, references, pro-bono projects, etc.)</li> <li>• Brand your career niche</li> <li>• Build and/or expand your 'wireless' social network.</li> <li>• Create a career lead sheet.</li> <li>• Develop an elevator speech</li> <li>• Create a career/business opportunity strategy (e.g., what industries will you target each week)</li> <li>• Prepare for interviews by learning the business trend(s) of prospective companies</li> <li>• Follow-up with thank-you letters or cards. And, don't shy away from seeking feedback from prospective clients and/or employers.</li> </ul>

## Career Gap Matrix

Desired Career		Current Career		Career Gap?	
Required Education	Required Skills	Current Education	Current Skills	Education Needed	Skills Need