



# CAREER ACTION PLAN

## Work Sheet / Checklist

### PHASE 1 DISCOVERY

### Freshman

This is the discovery phase in which you assess your personality and meet new people. Your objective at this stage is to expose yourself to as many different new experiences as possible. It is time to learn more about yourself and study the world around you. You should engage in tasks that help you identify your talents, passions, and values and begin the process of understanding your purpose in life.

- \_\_\_\_\_ Meet with your academic advisor to discuss your overall college experience
- \_\_\_\_\_ Meet with your career counselor to discuss your personality, interests, skills, and values
- \_\_\_\_\_ Take a career test to assess your personality traits
- \_\_\_\_\_ Explore extracurricular activities that are of interest to you
- \_\_\_\_\_ Investigate campus clubs or organizations that are of interest to you
- \_\_\_\_\_ Attend various social, cultural, and recreational events
- \_\_\_\_\_ Participate in a volunteer community service project
- \_\_\_\_\_ Consider taking elective coursework to expand or enrich your academic experience
- \_\_\_\_\_ Engage in activities that foster self-discovery and allow you to meet new people

### PHASE 2 EXPLORATION

### Sophomore

This is the exploration phase in which you explore your options. Your objective at this stage is to develop your sense of direction. It is time to learn more about potential paths. You should engage in tasks that help you gather information and investigate a variety of possible directions.

- \_\_\_\_\_ Meet with your academic advisor to discuss your coursework
- \_\_\_\_\_ Meet with your career counselor to discuss your ambitions and ideas
- \_\_\_\_\_ Meet with your professors/faculty to solicit their insight

- \_\_\_\_\_ Explore extracurricular activities that are of interest to you
- \_\_\_\_\_ Investigate campus clubs or organizations that are of interest to you
- \_\_\_\_\_ Attend career events, workshops, info sessions, fairs, and expos to gather information
- \_\_\_\_\_ Learn about various occupations through books, publications, libraries, and websites
- \_\_\_\_\_ Talk to people who work in fields you are interested in and solicit their insight
- \_\_\_\_\_ Engage in job shadowing of people and work settings you are interested in
- \_\_\_\_\_ Engage in activities that allow you to explore a wide variety of options

### **PHASE 3      PREPARATION**

**Junior**

This is the preparation phase in which you begin researching your field of interest and gaining experience. This is the halfway point. Your objective at this stage is to increase your sense of focus and solidify your career direction. It is time to expand your knowledge and improve your skills. You should participate in activities that validate your career goal and build your credibility.

- \_\_\_\_\_ Meet with your academic advisor to discuss your major
- \_\_\_\_\_ Meet with your professors/faculty to discuss special projects
- \_\_\_\_\_ Meet with your career counselor to discuss your options, goals, and plans
- \_\_\_\_\_ Attend career events, workshops, info sessions, fairs and expos to enhance preparation
- \_\_\_\_\_ Get involved in extracurricular activities to build your experience and meet people
- \_\_\_\_\_ Join campus clubs or organizations that relate to your career path
- \_\_\_\_\_ Participate in a volunteer community service project relevant to your interests
- \_\_\_\_\_ Serve in a leadership role or in some capacity as an organizer, coordinator, or facilitator
- \_\_\_\_\_ Establish mentor relationships with key people in your fields of interest
- \_\_\_\_\_ Obtain an internship to further explore and research your career options
- \_\_\_\_\_ Conduct general job market research to learn about your field of interest
- \_\_\_\_\_ Research your graduate and professional school options
- \_\_\_\_\_ Engage in activities that enhance your sense of focus and build your experience

## PHASE 4 STRATEGY

Senior

This is the strategy phase in which you organize your resources and implement your plan. Your objective at this stage is to finalize your plan and launch your campaign. It is time to gather the necessary resources and equip yourself for entry into the job market. You should utilize strategies, techniques, and tools that will allow you to effectively manage your campaign.

- \_\_\_\_\_ Meet with your academic advisor to discuss how your major relates to your career path
- \_\_\_\_\_ Meet with your professors/faculty to discuss field-specific issues and key contacts
- \_\_\_\_\_ Meet with your career counselor to organize your plans, tools, and strategies
- \_\_\_\_\_ Attend career events, workshops, info sessions, fairs and expos to pursue opportunities
- \_\_\_\_\_ Join a professional organization or group related to your career path
- \_\_\_\_\_ Attend professional meetings, conferences or conventions
- \_\_\_\_\_ Obtain an internship to gain experience relevant to your career path
- \_\_\_\_\_ Begin the graduate and professional school application process
- \_\_\_\_\_ Conduct detailed job market research to learn about specific employers in your field
- \_\_\_\_\_ Build a prospect list of the companies and organizations you'd like to work for
- \_\_\_\_\_ Learn effective networking and prospecting techniques
- \_\_\_\_\_ Learn how to write an effective resume and cover letter
- \_\_\_\_\_ Learn how to prepare for a job interview
- \_\_\_\_\_ Learn how to effectively manage a job search campaign
- \_\_\_\_\_ Learn about professional behavior, professional attire, etiquette, and workplace issues
- \_\_\_\_\_ Engage in activities that empower you towards the next phase of your life