



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