

Career Planning Checklist

- ✓ **Identify** your inner needs and what you want from a career.
- ✓ **Evaluate** your skills as well as your physical and mental limitations.
- ✓ **Research** beyond the image of a job.
- ✓ **Be aware** of how others affect or influence you (do what you want to do, separate your ambitions from those of others).
- ✓ **Set** definite goals for yourself – a plan of achievement!
- ✓ **Explore** a field of interest to you – locate and read occupation oriented books, literature, job descriptions, etc.
- ✓ **Talk** with people in the field – conduct informational interviews (see Career Center handout for information on this type of “interview”).
- ✓ **Look** at the negative aspects of a job – can you live with them? Also look at the positive aspects.
- ✓ **Discuss** options with a Career Counselor.
- ✓ **Explore** more than one option – dig deeper.
- ✓ **Evaluate** the career or career field that best matches your interests, abilities, and personal characteristics.
- ✓ **Obtain** educational/special training as needed for the career of your choice (research and evaluate schools to make the best choice.
- ✓ **Obtain** a part-time job or volunteer for work to get a feel for the field.
- ✓ **Network**...Network...Network! (See Career Center handout).
- ✓ **Believe** in yourself (80% of what gets you a good job is your mental attitude – your self-confidence)!

When you select and plan for the appropriate career goal, it will enable you to bring out your best qualities. You'll have a sense of purpose! This will serve as a vehicle to bring out in you the things you want to bring out, and to strive towards your career goal.

Good Luck!