

Job or Career

(Applebee's or Apple)



Career Planning Guide

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Introduction

This workshop is designed to help you with your overall career development. The first steps include assessing your skills, knowledge, and abilities; determining your career interests; and setting realistic work goals.

To get there, let's talk about professional growth and how it involves both job development **and** career development.

Job development has to do with becoming better at the job you are doing now.

Career development takes place over the course of a lifetime and involves goal setting, developmental planning, and ongoing formal and informal learning.

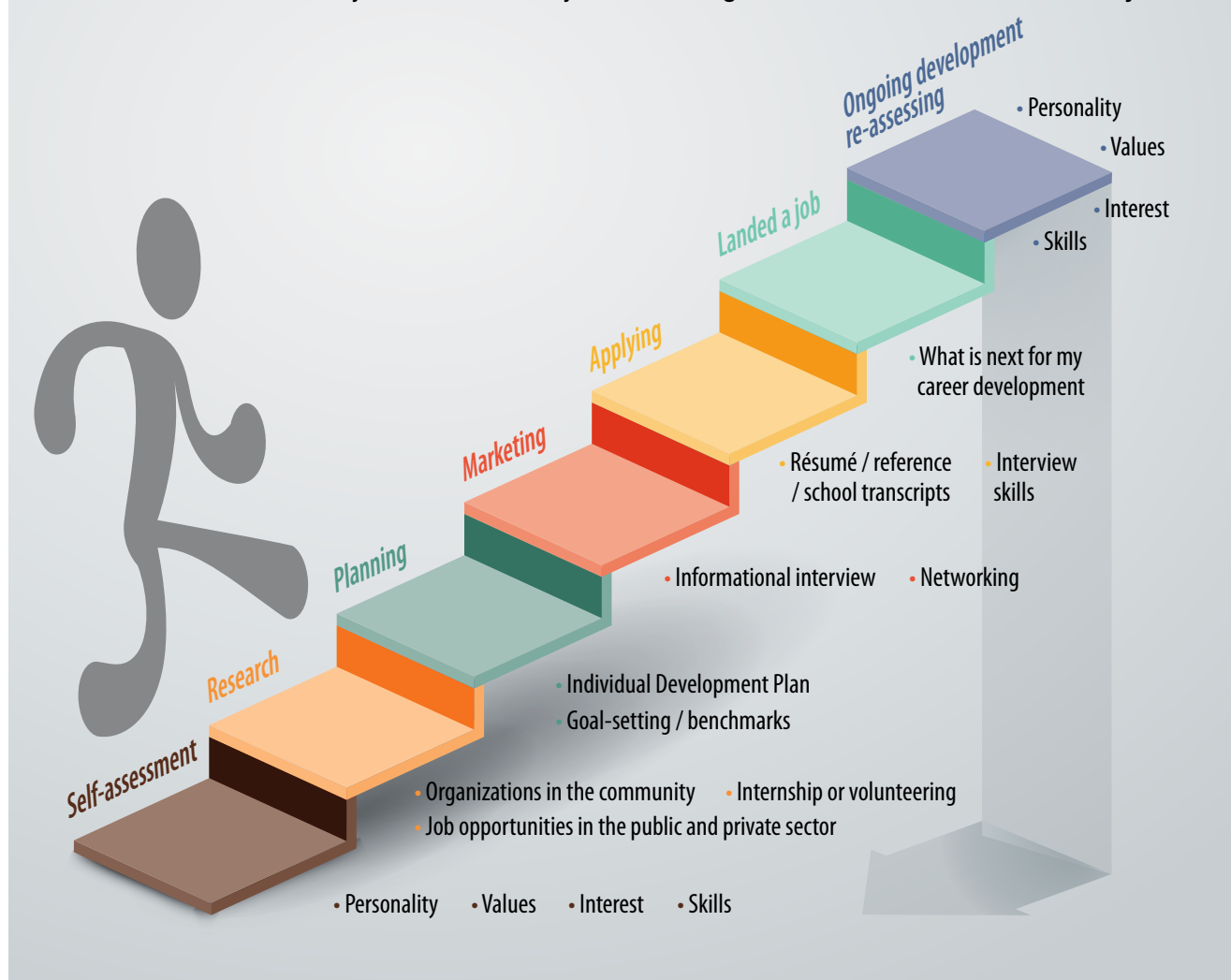
The diagram below illustrates several key components of career development, whether you are interested in planning for your first job or advancing in your current job, or deepening your skills, knowledge, and abilities to find a better one. We continuously go through this circle.



Career steps

Your first step is to identify where you are in this progression and what gaps need filled to get from where you are right now to where you want to be:

We must remember that our job and career objectives change over time and are influenced by events



such as:

- **High school or college graduation.** You are now looking for a job within your field of study and want to move on from your part-time college job that afforded you ramen.
- **Expanding your skills** and knowledge to maximize your talents in your current job, such as applying for a management position within your current part-time position.
- **Boredom.** After many years of looking, you find out that there are not many openings within your chosen field. So, being brilliant, you decide to look for other opportunities where you can use the skills you've learned in school and in life.

Identifying job responsibilities

In order to have a firm grasp of the kinds of opportunities you may want to apply for – and the career path you want to take – it is helpful to list the responsibilities you have performed over the years.

Below, identify key duties, responsibilities, and tasks you have carried out in your **present** and **past** jobs. *Include volunteering and mentorships:*

1. _____
2. _____
3. _____
4. _____
5. _____

You may add more:

Finally, identify several job responsibilities you believe are crucial to succeed in your field of interest (your dream job):

1. _____
2. _____
3. _____
4. _____
5. _____

You may add more:

Education

Often, job announcements will state that relevant training or education will substitute for some of the experience required for the position. Your education can also be a good indicator of the kinds of career fields that interest you most. (FYI: When applying for state government openings, to receive credit for required courses, you might need to submit a photocopy of your transcripts.)

List your educational background in the applicable categories below:

High school/GED _____

Training certificates _____

Associate degree _____

Bachelor's degree _____

Master's degree or higher _____

In addition, you might add a list of classes and training courses that may not relate to your degree or certificate program, but might qualify you for the job you are seeking. Example: While completing your nursing degree, you worked as a shift supervisor/lead at Wendy's (attended many company management trainings). Now, you are looking to apply at a care facility as a supervisor. Here is your opportunity to use the learned management skills from your fast food experience.

Skill sets

In the brief checklists that follow, identify the skills you are strong in by placing a checkmark in the box. Circle those skills you would like to become stronger or more proficient in. Consider creating goals that address growth in these areas.

Work-related skills

- **Apply:** Put to use laws, rules, and policies consistently.
- **Bookkeeping:** To record transactions such as accounts payable/receivables (A/P- A/R) and payroll).
- **Collaborate:** Work jointly with management, staff, and customers.
- **Create:** Templates, forms, and other office documents.
- **Coordinate:** Materials, resources, and events with management or staff.
- **Detail oriented:** Notice the little things, the fine print.
- **Develop:** System for managing office space/work and saving money.
- **Document:** Facts, issues, and relevant information.
- **Examine:** Documents, records, and instructions.
- **Evaluate:** Accounting data and document accuracy.
- **Empathize:** Seek to understand, rather than to be understood.
- **Explain:** Directions, facts, rules, regulations, and procedures.

Work-related skills (cont.)

- **File:** Forms, documents, etc.
- **Follow:** Instructions, spending guidelines, laws, budget, etc.
- **Follow-through:** On an activity, commitment, or obligation to a conclusion.
- **Greet the public:** Customers, management, and staff creating a warm, welcoming atmosphere.
- **Host:** Meetings, events, tours, etc.
- **Improve:** Processes, procedures, and methods.
- **Keyboard/typing:** Type ____ wpm
- **Listen:** Actively with the intent to learn and ask for feedback to make sure you understood.
- **Multitasking:** Dealing with a variety of tasks and assignments at the same time.
- **Organize:** Work, activities, teams, meetings, and events.
- **Photocopying:** Operate new and older machines.
- **Plan:** Work, presentations, projects, tours, etc.
- **Problem solving:** Seek acceptable solutions to problems whenever possible.
- **Public speaking:** Deliver presentations and effectively communicate messages.
- **Refer:** To appropriate staff, division, or extension.
- **Research:** Rules, regulations, procedures, opportunities, and resources.
- **Respect:** Honor the dignity of all people; seek to understand and respect various cultural backgrounds, perspectives, and communication styles.
- **Retrieve:** Data in computer system.
- **Schedule:** Meeting rooms, conferences, parties, etc.
- **Time management:** Organize tasks in order of importance/urgency.
- **Write:** Communicate clearly in written form – email, memos, meeting minutes, marketing materials, etc.

Based on the prior list, write the skills you want to achieve. Create an action step to accompany each one:

SKILLS I WANT TO BECOME STRONGER	HOW WILL I ACHIEVE IT (ACTION)?

Personal qualities

- | | | | |
|----------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Adaptable | <input type="checkbox"/> Discreet | <input type="checkbox"/> Innovative | <input type="checkbox"/> Risk taking |
| <input type="checkbox"/> Assertive | <input type="checkbox"/> Driven | <input type="checkbox"/> Logical | <input type="checkbox"/> Reliable |
| <input type="checkbox"/> Alert | <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Loyal | <input type="checkbox"/> Sensitive |
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Energetic | <input type="checkbox"/> Methodical | <input type="checkbox"/> Sincere |
| <input type="checkbox"/> Capable | <input type="checkbox"/> Enterprising | <input type="checkbox"/> Multitasking | <input type="checkbox"/> Self-starter |
| <input type="checkbox"/> Confident | <input type="checkbox"/> Fair | <input type="checkbox"/> Optimistic | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Conscientious | <input type="checkbox"/> Flexible | <input type="checkbox"/> Organized | <input type="checkbox"/> Tenacious |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Focused | <input type="checkbox"/> Patient | <input type="checkbox"/> Thoughtful |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Forthright | <input type="checkbox"/> Persistent | <input type="checkbox"/> Versatile |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Honest | <input type="checkbox"/> Precise | Other: |
| <input type="checkbox"/> Determined | <input type="checkbox"/> Idealistic | <input type="checkbox"/> Realistic | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Diplomatic | <input type="checkbox"/> Initiating | <input type="checkbox"/> Resourceful | <input type="checkbox"/> _____ |

Below, list the skills you are proficient in. Then, list the skills in which you need to grow stronger. Create an action step to accompany each one:

SKILLS I EXCEL IN...	SKILLS I WANT TO OBTAIN OR IMPROVE IN...BY (ACTION STEP)...

Transferable skills

What skills do you currently possess that could be transferred to another job or career field? Your college major or current part-time job may be vastly different, but the required skills need for a new position may be similar. Skills such as:

- Verbal communication
- Writing (reports, emails, memorandums)
- Resolving conflict
- Computer skills
- Identifying problems and brainstorming solutions
- Compiling and evaluating information
- Coordinating schedules/events
- Assigning/reviewing work
- Attention to detail

Reflect on past and current positions/volunteering/mentorship and then make a list of the transferable skills you possess.

1. _____

2. _____

3. _____

4. _____

5. _____

It is a good idea to have your skills available when you look at the minimum qualifications for a position that currently interests you.

My career interests

The more you realize about your skills and interests, the better you are at finding and working at your dream career. Career satisfaction depends (in large part) on an understanding of ourselves, what motivates us, and what we enjoy doing at work and school. Fill in the blanks below.

I am motivated by:

The job/class subject that gave me the most enjoyment was:

List why you loved this job/class and any skills learned.

What do you hope to get out of a career?

Where do you believe you will be (career wise) five years from now?

Developing S.M.A.R.T. goals

Goal setting is the next important step in career development. A goal is something that you want to achieve. Since the responsibility for career development begins with you, it is important to take the time to think your goals through. Remember: The more specific your goals, the greater the chances of seeing them through. Use the S.M.A.R.T. goal formula below (on left) when defining your goals.



Nonspecific goal:

To obtain a position working in DCBS

vs.

S.M.A.R.T. goal:

I will obtain a position as a program analyst at Workers' Compensation Division within the next two years.

Activities:

- *Research about the agency and the division.*
- *Meet with Employee Services staff to help get my career in gear and discuss options such as resume/application review, mock interview, possibility of job shadow with a program analyst.*
- *Look for networking opportunities with other agencies.*

Now, create two S.M.A.R.T. goals of your own: one related to your **job development** and one for your **career development** if you are currently working. Also, list two activities to see this goal through (e.g., volunteer on a committee, job shadow, attend a specific training).

Job development

Goal: _____

List two activities to see this goal through (e.g., volunteer on a committee, job shadow, attend a specific training).

1. _____
2. _____

Career development

Goal: _____

List two activities to see this goal through (e.g., volunteer on a committee, job shadow, attend a specific training).

1. _____
2. _____

Note: Remember that your professional path may not be perfect, but it will perfectly lead you to your final destination: a rewarding career.

work connection
leadership
potential management
coaching goal job
vision motivation
contribution communication
commitment **Career**
Development
success timing
inspiration
idea education achievement
knowledge opportunity focus
goals performance
experience training plan
responsibility
ability strategy
decision relationship
trust
strength
capability
growth
ethic

