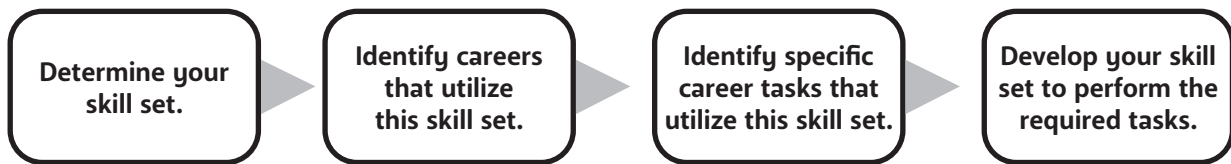


Career Planning Worksheet

Instructions

Career planning follows a specific process. To plan for your career, follow these steps.

1. Determine your skill set.
 - a. Interests, abilities, and aptitudes
 - b. Strengths
2. Identify careers that utilize this skill set.
3. Identify specific career tasks that utilize this skill set.
4. Develop your skill set to perform the required tasks.
5. Discuss the results of this exercise with a parent, school counselor, or other mentor.



Step 1: My Skill Set

Your skill set is made up of your interests, abilities, aptitudes, and strengths.

Interests, Abilities, and Aptitudes

Begin to understand your skill set by evaluating your interests, abilities, and aptitudes. Answer the following questions:

1. What subjects do I enjoy most in school?

2. What do I enjoy doing outside of school? (For example: sports, music, hobbies, etc.)

3. What do I think I'm good at? How would I describe myself to others?

(Keep this positive. Most of us are better at telling people what we're not good at. Sometimes we don't talk about what we're good at because we don't want to be accused of bragging. In this question, go ahead and brag!)

4. What does this tell you about what you might be good at in the future? What might you have an aptitude for?

Strengths

Strengths include character traits, knowledge, and skills. To assist you in identifying your strengths, work through the following:

1. Listed below are some common character traits for students. Circle the ones that you feel apply to you. Then go through the list a second time and put an asterisk (*) next to the three or four that *really* describe you.

Good with people	Loyal	Leader	Generous
Helpful	Goal-oriented	Creative	Friendly
Team player	Reliable	Punctual	Optimistic
Quick learner	Cooperative	Tactful	Reasonable
Thoughtful	Organized	Dependable	Open-minded
Curious	Honest	Humble	Hopeful
Good listener	Adaptable	Respectful	Self-disciplined
Organized	"Gets" others	Humorous	Decisive
Hardworking	Good with children	Adaptable	Fair

2. Strengths also indicate areas of knowledge. What do you know a lot about? What do you like to study?

3. Strengths include skills. What can you do?

4. When available, work with a school counselor or take a career test to learn more about your strengths.
Note: Additional examples of strengths can be found in career counseling materials or by conducting an internet search. The possibilities are nearly endless.

Step 2: Identifying Careers that Utilize My Skill Set

To assist you in identifying careers that utilize your skill set, do the following:

1. Research the types of careers that would utilize your interests, abilities, aptitudes, and strengths. List three or four below. They can be broad, such as “hospitality industry” or more specific such as “food and beverage manager.” You may ask a librarian, school counselor, or mentor to help you. Then, put an asterisk (*) next to the one that appeals to you the most.

Step 3: Identifying Career Tasks that Utilize My Skill Set

Careers are made up of many tasks. To assist you in identifying the required tasks, do the following:

1. Conduct more detailed research on your selected career.
 - a. Ask a librarian or school counselor to help you locate information about this career.
 - b. Talk to someone who holds this job.
 - c. Obtain a sample job description for the career you're interested in.

2. List three or four tasks required to be successful in this career.

Step 4: Developing My Skill Set

To assist you in choosing the coursework and work experience that will help you develop your skill set, answer the following questions.

1. What courses can I take in high school that will help me prepare for this career? What electives might be useful?

2. If I were to continue my education at a community college, what courses would I choose to prepare for this career?

3. If I were to continue my education at a four-year university, what courses would I select to prepare for this career? What major would I choose? What degree might I seek?

4. If I were to look for job experiences that would develop my skill set, which ones might I choose? What internships might I apply for?

Step 5: Holding a Career Discussion

1. To gain additional insights into preparing for a career of your choice, discuss ideas with a parent, school counselor, or mentor.

The career I want to discuss is _____

The person I'll discuss it with is _____

My appointment is for _____ and we'll meet in the _____

2. Notes on result of discussion:

- a. What did you learn from this conversation?

- b. How might you adjust your educational plan?

c. Do you still want to stick with planning for this career? Why or why not?

Turning the Page to Exciting Career Planning

If you could do one thing to make your career planning more useful at this stage of life, what would it be and why?
