

Catawba College Career Plan

STEP 1: Knowing Yourself

The first step in planning your career involves evaluating and understanding your aspirations; strengths; interests; values and personal influences. Complete a self-assessment (consult your success coach and complete the FOCUS 2 Career Assessment and record your strengths, interests, and competencies).

My Strengths:

My Skills and Competencies:

My Interests:

My Values:

Discuss your skills and strengths with your success coach or career services personnel to gain a better understanding of all the personal factors that influence your career options and write down additional information that may be important.

STEP 2: Gather information about the career options in your field of specialization

Look at job advertisements in your field and record the minimum and ideal job requirements and compare these requirements with your qualifications, skill set, and attributes.

STEP 3: Plan your future skills development

Write down which skills or areas of knowledge you need to develop to comply with the job requirements of your chosen career or with different options in your field of study.

Training and Development Opportunities:

Internship: _____

Prerequisites and requirements to qualify for this option:

STEP 4: Making Choices

Consider the suitability of each option and decide (with the assistance of an advisor or mentor) which one is the best match to your aspirations and career goals.

Based on the choices you have made, and the development opportunities you have identified now write your goal(s) for the short and medium term. Aim to make each goal as specific as you can.

Goal 1

Write down what you need to do to achieve this career goal:

Goal 2

Write down what you need to do to achieve this career goal:

STEP 5: Make it Happen

To achieve your goals, you need to have an agreed course of action. You (and your advisor/mentor) need to have a clear understanding of what steps you will be taking, the commitment required by you and relevant time frames.

You are now ready to detail what you have to do to make things happen.

Agreed course of action/action plan

Start date	Completion date	Skill, experience, knowledge to be gained	How will this be gained? (e.g., on the job experience, formal/informal seminars/courses, coaching/mentoring, etc.)	Provider (e.g., workplace educator, university, coach/mentor, etc.)

STEP 6: Assess your career plan

Assessing the effectiveness of the action plan

Specify how to assess the extent to which the agreed course of action has achieved the stated goals

Signature

Date: