

Career Plan Check Up (Chapter 2, Lesson 7)

Name: _____

Where are you in your career planning process? Use this assessment to check. As always, be honest with yourself.

Decision-Making	I Can	Work On
Use a decision-making process to develop a career plan		
Use personal and career information to choose a career/career pathway		
Know work and personal goals		
Set career goals		

Notes:

Preparation	I Have	Work On
Match my school courses to my career pathway(s)		
Determine my current total credits toward graduation		
Know graduation requirements		
Gain experience in my career pathway through experiential learning		
Write my career plan		
Review and update my career plan		
Develop post secondary school plans, for example college or training program and/or searching for a job		
List and compare transfer requirements for post-secondary programs I am interested in		
Gather personal information/documentation to work (<i>students' with disabilities</i> ask your teacher for further directions)		

Notes:

Employment Documentation	On File	Need	Date Received/Verified
Photo I.D.			
Social Security card			
Birth certificate			
Driver's license			
Credentials			
High School Diploma/GED			
2 year / 4 year college diploma			
Other			
Occupational certification / license			
Certificates:			
Programs / Classes:			
Resume			
Personal Data Sheet (critical job application information)			
Recommendations / References			
Sample Cover Letter			

Notes:

Transition	I Can	Work On
Develop a plan for my job search		
Investigate sources for job openings		
Develop a network to assist me in my job search		
Prepared a resume that has been review and critiqued		
Prepare cover letters that have been reviewed and critiqued		
Develop skills that will assist me in marketing myself in the interviewing process		
Considered types of extra benefits I want in a job		
Develop job-keeping skills		
Develop an understanding of the career development process, including the need for lifelong learning and the changing nature of careers		
Developed sources of information for help in the future		

Notes: