

**Career Action Plan for:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Step 1: Assessment**

Assessments Completed: \_\_\_\_1 \_\_\_\_2 \_\_\_\_3

Assessment Scheduled: \_\_\_\_\_

Assessment 1: \_\_\_\_\_ Date: \_\_\_\_\_

Outcome: \_\_\_\_\_

Assessment 2: \_\_\_\_\_ Date: \_\_\_\_\_

Outcome: \_\_\_\_\_

Assessment 3: \_\_\_\_\_ Date: \_\_\_\_\_

Outcome: \_\_\_\_\_

**Step 2: Research/Exploration**

Occupations Researched: \_\_\_\_1 \_\_\_\_2 \_\_\_\_3 \_\_\_\_4 \_\_\_\_5

Research Scheduled: \_\_\_\_\_

Occupation 1: \_\_\_\_\_ Salary: \_\_\_\_\_

Required Education: \_\_\_\_\_ Job Outlook: \_\_\_\_\_

Potential Employers: \_\_\_\_\_

Occupation 2: \_\_\_\_\_ Salary: \_\_\_\_\_

Required Education: \_\_\_\_\_ Job Outlook: \_\_\_\_\_

Potential Employers: \_\_\_\_\_

Occupation 3: \_\_\_\_\_ Salary: \_\_\_\_\_

Required Education: \_\_\_\_\_ Job Outlook: \_\_\_\_\_

Potential Employers: \_\_\_\_\_

Occupation 4: \_\_\_\_\_ Salary: \_\_\_\_\_

Required Education: \_\_\_\_\_ Job Outlook: \_\_\_\_\_

Potential Employers: \_\_\_\_\_

Occupation 5: \_\_\_\_\_ Salary: \_\_\_\_\_

Required Education: \_\_\_\_\_ Job Outlook: \_\_\_\_\_

Potential Employers: \_\_\_\_\_

## Career Action Plan, cont.

### Step 3: Networking/Real-World Experience

Networking/Real-World Opportunities: _____1 _____2 _____3
Opportunities Scheduled: _____
Opportunity 1: _____
Lessons Learned: _____
Opportunity 1: _____
Lessons Learned: _____
Opportunity 1: _____
Lessons Learned: _____

### Step 4: Resume Writing

Previous Resume Experience: _____	Develop/Update Resume: _____
First Draft Completed: _____	
Feedback: _____	
_____	
Second Draft Completed: _____	
Feedback: _____	
_____	
Third Draft Completed: _____	
Feedback: _____	
_____	

### Step 5: Interview Preparation

Previous Interview Experience: _____	Practice Interview Skills: _____
Practice Session 1: _____	
Feedback: _____	
Practice Session 2: _____	
Feedback: _____	
Practice Session 3: _____	
Feedback: _____	

## **Career Action Plan, cont.**

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### **Step 6: Goal Setting**

Short-Term Goal 1: \_\_\_\_\_

Short-Term Goal 2: \_\_\_\_\_

Short-Term Goal 3: \_\_\_\_\_

\_\_\_\_\_

Long-Term Goal 1: \_\_\_\_\_

Long-Term Goal 2: \_\_\_\_\_

Long-Term Goal 3: \_\_\_\_\_