



Career Planning Checklist

- 1) **Identify your Interests, Skills, Values and Personality preferences.**
 - ☐ Complete the "Career Matchmaker" on Career Cruising
(Username: bucksgcc, Password: newtown): <http://www.careercruising.com/>; or
 - ☐ Visit the online One-Stop Career Center and take the Self-Assessments:
<http://www.careeronestop.org/ExploreCareers/SelfAssessments/FindAssessments.aspx>; or
 - ☐ Enroll in our Career Decision Making course (STUS110).
- 2) **Identify Careers that match your Interests, Skills, Values and Personality preferences.**
 - ☐ Visit "Explore Careers" on Career Cruising
(Username: bucksgcc, Password: newtown): <http://www.careercruising.com/>; or
 - ☐ Explore America's Career Information Network: <http://www.acinet.org/explore/View.aspx>; or
 - ☐ Access the Occupational Outlook Handbook: <http://www.bls.gov/oco/>; or
 - ☐ Go to O-Net On-Line: <http://online.onetcenter.org>
- 3) **Select three Occupations that match your Interests, Skills, Values and Personality preferences.**
 - ☐ _____
 - ☐ _____
 - ☐ _____
- 4) **Identify the Education and Training Requirements, Job Market Outlook, Working Conditions and Salary and Benefits for each Occupation on your list.**
 - ☐ Visit "Explore Colleges and Universities" on Career Cruising
(Username: bucksgcc, Password: newtown): <http://www.careercruising.com/>; or
 - ☐ Explore America's Career Information Network: <http://www.acinet.org/edutrainig/>; or
 - ☐ Access the Occupational Outlook Handbook: <http://www.bls.gov/oco/>; or
 - ☐ Go to O-Net On-Line: <http://online.onetcenter.org>
- 5) **Conduct Informational Interviews and/or Job Shadow with professionals in your chosen areas.**
 - ☐ Visit "Explore Careers" on Career Cruising
(Username: bucksgcc, Password: newtown): <http://www.careercruising.com/>; or
 - ☐ Become a student member of a Professional Association in your career field and get involved to make networking contacts; or
 - ☐ Use job search information to identify employers and contact the individuals working in the positions to conduct your own informational interviews; or
 - ☐ Speak to your instructors and ask them who else they suggest you speak with; or
- 6) **Weigh your Options.**
 - ☐ Create a Pro's and Con's list for each potential Career you've chosen; and
 - ☐ Discuss your list with academic advisors, career counselors, family members or friends; and
 - ☐ If you determine that you need more information, contact the Career Services office.
- 7) **Set Goals and make a Plan.**

Your career goals may still not be crystal clear and that's OK!

 - ☐ Set general long-term career goals, with dates; or
 - ☐ Set specific short-term goals, with dates, so you can move forward until you decide; and
 - ☐ Share your plan with academic advisors, career counselors, family members or friends; and
 - ☐ Revisit your plans along the way, making adjustments if and when they are needed.

