

The Career Planning Checklist

The following Career Planning Checklist provides step by step instructions for making informed decisions regarding your choice of major and career goals.

During the planning process, it is advisable to meet with a Student Planning Counselor. You will be asked to complete the following checklist -

- Identify your Strongest Interests, Skills, Values, & Personality Preferences.**
 - Use the on-line self assessment and career guidance program. Obtain from Student Services on the first floor of Rollins. Call 215-968-8195 for more information.
 - Use our on-line self assessment <http://www.bucks.edu/careerservices/choosing.html>.
 - Make a career counseling appointment
 - Take courses at Bucks that enable you to explore possible areas of interests
 - Sign up for the 3 credit Career Decision Making course (STUS 110)

- Identify Careers that Match Interests, Skills, Values & Personality**

- Select three occupations that match your interests.**

For each one, consider the following criteria:

Occupation	Education & Training Requirements,	Job Market Outlook	Working Conditions	Salary & Benefits
1.				
2.				
3.				

(See the **Occupational Outlook Handbook** <http://www.bls.gov/oco/> The U.S. Department of Labor's Website/ also see Career Services web pages at www.bucks.edu/careerservices).

- Conduct Information Interviews or job shadow professionals in your field of interest.** Ask professors, advisors, friends, and family to help you to identify a professional who can share personal professional information such as: how they got started in the field, pros and cons about their job, what a typical day or week is like for them, and trends and developments in the field.
- Weigh your options.** After you have gathered all this information, a simple way to sharpen your decision further is to make a list of pros and cons for each field. Discuss your list of pros and cons with a family member, counselor or trusted friend to help you clarify your decisions, or determine if you need more information in order to set a goal.

Set a goal and make a plan.

It is perfectly fine if you still do not have a crystal clear goal for your career. You can still develop a plan based on your strongest academic and professional interests. A good plan will include short term goals that lead to long term goal attainment. Short term goals keep you focused on the long term goal.

List your short term goals with dates for when you hope to achieve them. Share this with a family member, friend, counselor, advisor or mentor.

Goal 1.	Anticipated date:
Goal 2.	Anticipated date:
Goal 3.	Anticipated date:
Goal 4.	Anticipated date:

Sample Career Plan:

Goal: to become an elementary school teacher in PA

Requirements: Bachelors Degree in Elementary Education, PA Teaching Certificate (Creativity, Patience, Good People Skills, Integrity)

Plan:

1. Learn the requirements for Teaching Certification in PA **August 2006**
2. Learn the course requirements for Education Transfer Major at BCCC **August 2006**
3. See a student planning advisor to plan academic path **August 2006**
4. Join future teachers club to network with educators and find reality testing and professional development opportunities, job shadow a professional **September 2006**
5. Find a part-time or volunteer position in an educational setting to gain relevant experience
time frame depends on class schedule
6. Identify the school that you would like to attend to earn your Bachelors Degree **November- 2006** (*see the Transfer Planning Checklist available in the Career and Transfer Advising Center*)
7. Learn the requirements for acceptance into Education Major at the school of your choice
8. Write a resume and begin compiling a professional portfolio **Spring 2007** (*Student Planning Counselors and Career Services staff are available help you right a good resume*)
9. Associates Degree in Education from BCCC anticipated **May 2008**
10. Bachelors Degree in Elementary Education from Temple U. -**May 2010**
11. PA Teaching Certificate **June 2010**

It is important to update your resume each time you ad relevant professional or academic experience. Job Search services are available through Career Services and through the Bucks Online Job Board at www.bucks.edu/careerservices .

For a counseling appointment, contact Student Services,
Rollins Center 1st Floor,
215-968-8189 or at www.bucks.edu/careerservices/