Career Planning Checklist

1) Identify your Interests, Skills, Values and Personality preferences.
   - Complete the “Career Matchmaker” on Career Cruising
     (Username: buckscc, 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: buckscc, 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: buckscc, Password: newtown): http://www.careercruising.com/; or
   - Explore America’s Career Information Network: http://www.acinet.org/edutraining/; 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: buckscc, 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.