

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>

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: <https://www.bls.gov/ooh/>; or
- Go to O-Net On-Line: <http://online.onetcenter.org>

3. Select three Occupations that match your Interests, Skills, Values and Personality preferences and list them here:

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/edutrainin/>; or
- Access the Occupational Outlook Handbook: <https://www.bls.gov/ooh/>; 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 Center for Student Employment and Career Development 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.



The Center for
Student Employment
& Career Development