

PUTTING IT ALL TOGETHER - THE CAREER DEVELOPMENT CHECKLIST

AT-A-GLANCE

Completing the Career Development Checklist is a way for students to put into practice the skills they practiced earlier. This is also a way for students to decide for themselves whether certain occupations are “realistic” or “attainable” for them. For example, are they willing to put in the amount of education and training it will take to succeed in a particular career? Do they recognize the skills necessary to perform this type of work? How do their individual personality traits play a role in a career of choice? Recognizing that all career development is a process that requires levels of support, this activity also gives students the opportunity to think about the people in their lives who can help them with educational and career decisions.

ICEBREAKER

Acrostics: An acrostic is an arrangement of words in which certain letters in each line, when taken in order, spell out a word or motto. Participants will be introducing themselves to the group by creating an acrostic of their name. For example:

GRACE = **G**o-getter, **R**ealistic, **A**rtist, **C**apable, **E**nergetic

DIANE = **D**ynamic, **I**ndependent, **A**ble, **N**o-nonsense, **E**nthusiastic

MATT = **M**ighty **A**dept (at) **T**able **T**ennis

Give youth participants a few minutes to think of an acrostic for their own name (or nickname) using words or phrases that describe themselves. Once everyone has thought of something, ask the group members to introduce themselves to each other by using the acrostics

If the group can be trusted to be encouraging and already knows each other well, then you can ask the group to create acrostics for the names of each other.

ICEBREAKER DISCUSSION

- Was there any truth in the words and phrases you chose to represent your name in the acrostic?
- If you didn’t have to use the letters in your name, what words and phrases might your friends use to describe you?
- At the end of your LONG life, what words and phrases would you want people would use to describe you?
- What are some things you can start doing now to start building the type of reputation that you want?

LESSON/ACTIVITY (will need computer access)

This activity may take one or several days to complete. Have the Career Development Checklist (provided) printed (ideally on 11 x 17 paper—front to back—and folded in half to resemble a folder). Students may choose to complete the activity independently or with a partner.

REFLECTION

What did the Career Development Checklist reveal to you about the career you chose? After completing the research, was this still a career of interest to you? Why or why not?

EXTENSION

This activity is not meant to be a “complete one time and you’re done” activity. It is meant to be a guide to help students as they grow and mature, and gain experiences both inside and outside of school.

Career Planning Checklist

WRITE DOWN THE NAME OF A SPECIFIC JOB OR INDUSTRY YOU ARE INTERESTED IN RESEARCHING

BECOME AWARE OF OPPORTUNITIES IN YOUR COMMUNITY: *Using your networks or Internet job sites (www.indeed.com or www.simplyhired.com), locate at least 2 jobs or companies in your community that match this career interest.*

RESEARCH AND DISCOVER IF THIS CAREER COULD BE A GOOD FIT FOR YOU: *Use the Occupational Outlook Handbook (<https://www.bls.gov/ooh/>) or O*NET (<http://online.onetcenter.org>) to help you complete the following chart. **Start to develop a list of people who may be able to help you, if you need it.*

REQUIREMENT	SPECIFICS	WILL THIS BE A PROBLEM?	IF I NEED HELP, I KNOW I CAN ASK...
Level of formal education/academic skills		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Specialized training and skills (including vocational/technical)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Physical abilities		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Personality traits needed for success		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Testing requirements or entrance procedures		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certifications and/or licenses		<input type="checkbox"/> Yes <input type="checkbox"/> No	

*If you have mostly "NO" checked above, move to the next step, **ACTION**.*

If you checked mostly "YES," you might want to spend some time talking with a teacher, your parents or a guidance counselor to figure out if this potential career choice is a good fit for your educational plans and personality.

ACTION: *Consider the following ACTION steps. Choose at least 2 to complete.*

ACTION STEP	DETAILS	DONE (✓)
Visit companies and talk to people working in your field of interest		
Visit places (in person or on the internet) that train and educate people in this field of interest		
Experience an informational interview and/or job shadow related to this field of interest		
Learn more about any tests or other entrance criteria needed related to this career		
Use the resources at your local One Stop Career Center for information regarding this career (www.servicelocator.org)		

KNOW WHAT YOU NEED TO SUCCEED: Think about the following items. Consider if you need any assistance in each of the areas discussed. Be honest with yourself! Share your answers with someone you know and trust.

Potential Barrier to Employment	What steps can you take to alleviate or lessen the impact of this barrier?
<input type="checkbox"/> Transportation	
<input type="checkbox"/> Learning disabilities	
<input type="checkbox"/> Physical or mental health	
<input type="checkbox"/> Childcare	
<input type="checkbox"/> Lack of experience	
<input type="checkbox"/> Self-esteem	
<input type="checkbox"/> Other (list)	

PREPARING FOR AN INTERVIEW: Part of preparing for an interview is being sure you are confident in your ability to do the job. By completing the steps below, you will begin to learn how to focus your skills and qualities to the job or position you are seeking.

Three (3) specific skills I have **that relate to this career choice** are:

1. _____
2. _____
3. _____

Three (3) personality characteristics I have **that relate to this career choice** are:

1. _____
2. _____
3. _____

Three (3) interests and/or hobbies I have **that relate to this career choice** are:

1. _____
2. _____
3. _____

My NETWORK OF SUPPORT (3 people I know and trust):

I have chosen...	This person supports me by...
Name: Contact info:	
Name: Contact info:	
Name: Contact info:	

Career Development Plan of Action

Work with a teacher or a friend to develop a list of "To Do's" to take the steps needed to learn more about different careers, more about yourself or more about the jobs available in your own community.

I will...	Because...	By this date	Done!
Ex. Find a class in jewelry design at the local community college...and sign up!	I want to sell jewelry to make money over the summer	5/15/10	✓
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			