



# Career Planning Checklist

- 1) **Identify your Interests, Skills, Values and Personality preferences.**
  - Complete the "Career Matchmaker" on Career Cruising (Username: buckscs, 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: buckscs, 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.**
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- 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: buckscs, Password: newtown): <http://www.careercruising.com/>; or
  - Explore America's Career Information Network: <http://www.acinet.org/edutrainin/>; 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: buckscs, 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.

